



St Albans
High School
for Girls

Performing Arts Technician



**LOOKING
FOR A NEW
CHALLENGE?**

Closing Date: 9am Thursday 24 March 2022

Interview Date: Wednesday 30 March 2022



WELCOME TO STAHS!

We are very proud of our warm and vibrant community of ambitious young people, caring and talented staff and supportive alumni and parents.

St Albans High School (we call it STAHS) is a thriving independent day school for girls aged 4 to 18. We are selective at all points of intake, and we are consistently ranked amongst the best independent schools in the UK.

Our Prep School is home to 332 girls from Reception to Year 6 and is based in the leafy village of Wheathampstead, just five miles from St Albans. With 18 acres of field and woodland, every child has the opportunity to get muddy in the outdoors, to play, to develop her passion for learning and to have fun.

Our Senior School of 817 girls from Year 7 through Year 13 is in the historic city of St Albans, only 25 minutes by train from Kings Cross/London St Pancras. The campus has a visible and audible buzz, bustling with difference; difference of opinions, difference of ambitions and difference of interests.

It is my privilege to lead a team of outstanding colleagues devoted to preparing the young people in our care to live lives of consequence, making a meaningful impact on the world. We work together in a warm and grounded spirit that is uniquely 'STAHS'. Please do see the [Head's Welcome](#) on our website to find out why STAHS is such a special place.

Mrs Amber Waite, BSc Rutgers, MSc Oxon
Head



THE SCHOOL

STAHS opened in a converted hospital on Holywell Hill, St Albans in 1889, one of many similar schools which were being established for the education of girls towards the end of the nineteenth century. We transferred to our current site on Townsend Avenue in the heart of the city in 1908, with the Prep School subsequently moving to the village of Wheathampstead in 2003. STAHS has close links with the diocese of St Albans through the Bishop and the Dean, the latter being an ex officio governor of the School. We are affiliated to the Church of England, and we warmly welcome girls and staff of all faiths or none.

The School roll is very healthy, with most year groups at or near capacity. We are always developing our facilities to ensure that we provide a modern and accessible working environment for our entire community. In early 2020 we opened our stunning state-of-the-art Sixth Form Centre, modern Dining Hall and a suite of new classrooms.

Academic life at STAHS is a rich combination of core courses, elective options, extension opportunities, hands-on and experiential learning, and practical work. We give pupils a tremendous amount of flexibility and the widest possibilities for options in the next phase of their academic and life journey.

STAHS provides an education for life. For us, this means so much more than classroom learning. Our expansive and dynamic co-curriculum gives pupils the opportunity to explore new and interesting ideas and to discover hobbies and passions that will stay with them long after they leave school.

Our relatively small size gives our pupils a real sense of community; theirs is a full and well-balanced education for life, where aspiration and drive are balanced with kindness and generosity of spirit. Our unique House system is at the heart of STAHS and is the nucleus of each pupil's School family.

As a member of staff, you will be encouraged to develop your skills and experience through our extensive professional development programme, which includes opportunities to engage in school exchanges, action research, academic partnership with local and regional schools and institutions and a variety of outreach programmes. You will be a member of a friendly and welcoming school community, and benefit from employment at a school that prioritises staff welfare.

THE DRAMA DEPARTMENT

The Department comprises 2 full time and 2 part time academic teachers who are supported by a Performing Arts Technician and Graduate Assistant. All staff are involved in our co-curricular programme. We also have a LAMDA Coordinator who is supported by two additional staff.

The Drama Department occupies Hall Place Gardens, a large Edwardian house. We have a number of rooms available for rehearsals and LAMDA tuition as well as excellent costume and prop resources and production work that are generously funded. Academic lessons take place in dedicated rooms; The Drama Studio, Michael House Hall, New Hall and a Drama Classroom. Our Performing Arts Hall (Jubilee Hall) is capable of mounting large productions such as musicals and housing an audience of approximately 220.

In Year 9 between 80-100 out of 130 students elect to take Drama each year, and approximately 30 students take GCSE Drama. Our results are strong with 100% Grades 9-7 at GCSE and 100% A*-B at A Level. Each year a number of our A Level Theatre Studies cohort continue their studies at prestigious universities and Drama Schools and have been awarded scholarships.

We have a vibrant and diverse co-curricular provision. Each year the programme includes House Drama (Whole School), Shakespeare for Schools (Year 9), Whole School Play or Musical, Lower School Show (KS3) and our STAHS Theatre Company production (KS4/5). Our students are very talented and enjoy taking a lead on many aspects of the production including aspects like lighting and sound design, direction, stage management and film.

As part of the student's wider theatrical experience we participate in both local and national initiatives. We have entered competitions such as the National Student Drama Festival and performed in local youth Drama festivals. A small group of KS4 and 5 students take part annually in the National Theatre New Views playwrighting programme. We have a large number of students taking LAMDA examinations and we have recently introduced the Arts Award.

We organise frequent workshops and trips for all year groups to see live theatre and regularly welcome theatre companies to the school. We host an annual Artist in Residence week where students have the opportunity to work with professionals in workshops and towards a show in a week. Over the years we have taken students on a number of residential trips including Stratford Upon Avon and further afield to New York and South Africa.

(Continued)

THE DEPARTMENT (Continued)

We pride ourselves on offering a diverse range of lunch-time clubs and masterclasses during the year including, Technical Theatre Arts Club and our Contemporary Drama Group. Students also take a lead on exploring individual passions and talents through our drama podcast.

We enjoy connecting with other colleagues, students and professionals and have established a number of rewarding partnerships. We have partnered on exciting projects such as Performing International Plays with Kent University and Write the Girl with Lady Eleanor Holles school. The department currently leads Herts Open Drama for local Drama teachers and hosts an annual conference, organising CPD and workshops.

THE ROLE

The role of Performing Arts Technician will be to support the Drama Department, providing technical support for performances, maintaining resources for teaching and learning and training pupils in all forms of technical drama matters.

The postholder will be part of a busy and vibrant department, supporting in the delivery of an ambitious co-curriculum, including our teams of students with an interest and experience in the technical aspects of staging a performance. You are also integral to our academic Drama, assisting students taking technical modules in GCSE and A Level and being creative with and maintaining all necessary equipment.

This is a permanent position offered on a full time basis, 37 hours per week, term time plus 4 weeks (39 weeks total). This must include all school term weeks (35) weeks, plus 4 additional weeks to be agreed with the Head of Drama. The start date for this position is as soon as possible, although a later start date may be considered for the right candidate.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.

RESPONSIBILITIES

The Performing Arts Technician reports to the Director of Drama.

Key responsibilities and accountabilities

- Provide technical support for school plays, house drama and music performances at the Senior School and provide support and advice at the Prep School
- Provide technical assistance for whole school events and open days
- Provide assistance for Drama examination students doing technical modules within GCSE and A Level
- Contribute to design and construction of sets
- Contribute to the resourcing of props, wardrobe, audio visual equipment, DVDs and managing electronic recordings
- Maintenance of lighting and sound equipment
- Record and edit video of productions, maintain a record and store appropriately
- Co-ordinate purchase of resources including overseeing orders and costings
- Technical support and maintenance of equipment for all examinations, coursework and presentations in Years 7 to 13
- Willingness to train and lead students in all forms of technical drama matters
- To run a club teaching Theatre Tech to students and support the GCSE Technical Theatre Arts Club
- Health and Safety in Drama; assisting the Director of Drama in ensuring that all Drama spaces are compliant with health and safety regulations, including:
 - Electrical (BS7671:2008)
 - The Lighting Operations and Lifting Equipment Regulations 1998
 - Ensuring all set is built correctly
 - Item storage (tools, paint, set, props, costume)

Professional Development

- Participate in training and undertake any performance development activities as required for the position.

Additional Information

- Support for the School's mission, vision and values and strategic direction
- Participate actively in the wider aspects of school life
- In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head or Bursar

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

- QUALIFICATIONS & EXPERIENCE
- Experiment of working in a similar role and knowledge of lighting and sound systems is essential
 - Understanding and knowledge of the education sector is desirable
 - A qualification in stage management, lighting and audio would be desirable

- SKILLS
- Attain and maintain appropriate skills and professional knowledge/accreditations required for the role
 - Ability to manage expectations clearly by monitoring own progress against objectives and planning to ensure delivery
 - Ability to identify common problems or weaknesses in policy, procedure or protocol that affects service, and escalates these or puts in place solutions
 - Ability to think through wider consequences of own actions when assessing multiple demands and competing priorities

- PERSONAL QUALITIES
- Warm, welcoming and professional, behaving with discretion, integrity, honesty and always acting with due consideration of others within the school community
 - Responds effectively to emergencies or last-minute demands on time
 - Flexible in approach when dealing with changing situations or priorities
 - Team worker, appreciates contribution of colleagues
 - Takes personal accountability and ownership for their work, decisions and actions and demonstrates commitment to accomplish work efficiently and to the required standard
 - Willing to take on extra responsibility and use own initiative to overcome obstacles and ensure timely delivery of service

PERSON SPECIFICATION (Continued)

PHILOSOPHY AND ETHOS

- A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Contribute positively to the overall ethos, objectives and aims of the School

HEALTH AND SAFETY

- Support Health and Safety training initiatives and to actively participate in this area.

PHYSICAL WORKING AND ENVIRONMENT

- Set builds or heavy props/equipment can be quite physically demanding

THE PACKAGE

SALARY

- Actual salary £27,271.89 per annum (£31,940.05 FTE)

Based on 37 hours per week, term time only plus 4 weeks (39 weeks in total, plus 5.4 weeks holiday)

PENSION

- Generous pension scheme

BENEFITS

- Tuition fee remission for children of the employee*
- Continued Professional Development Opportunities (CPD)
- Free daily hot lunches and beverages*
- Free use of the gym and swimming pool* during term time
- Death in service benefit
- Annual flu immunisation

** Conditions apply*



APPLICATION PROCESS

HOW TO APPLY

STAHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

STAHS recruits staff that understand and share our commitment to safeguarding and the provision of a happy, nurturing and supportive environment for all members of our community. We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010.

To apply for this position, please download and fully complete the application form on the Vacancies page of our website;

www.stahs.org.uk/vacancies

You may also wish to include a covering letter. Please note CVs alone will not be accepted.

We request that you email your completed application form to our Human Resources Department at; recruitment@stahs.org.uk If for any reason you are unable to email your application you may deliver or post a hard copy of your application to us.

Prior to applying please read the Application Form Guidance notes contained within this Information Pack. Details of our Recruitment Process are below. All questions regarding the STAHS Application and Recruitment Process must be directed to the School's Human Resources Department on recruitment@stahs.org.uk.

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APPLICATION FORM GUIDANCE

Applications will only be accepted from candidates completing the STAHS Application Form in full. CVs will not be accepted in substitution for completed Application Forms. Application Forms can be completed electronically or in hard copy. If completed in hard copy, they should be emailed or posted to the school for the attention of the Human Resources Department.

As jobs within the School involve substantial opportunity for access to children, it is important that you provide true and accurate information on the Application Form. Upfront disclosure of a criminal record may not debar you from appointment as we will consider the nature of the offence, how long ago and at what age it was committed, as well as any other relevant factors.

Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice. Please disclose any unspent convictions, cautions, reprimands or warnings.

Note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of eight AND to those who are directly concerned in the management of that childcare.

STAHS takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head or Bursar for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

STAHS has a legal duty under Section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

RECRUITMENT PROCESS

INVITATION TO INTERVIEW

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by a member of Senior Staff, one of which will hold accredited Safer Recruitment training status. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Head or Bursar as to whether or not an interviewer should therefore withdraw from the panel.

Should the Head or Bursar have a conflict of interest, the non-conflicted party shall decide whether the conflicted party should withdraw from the panel.

The interviews will explore, amongst other things, your suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.).

Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring each of the following with them:

- A passport or current driving license including a photograph. If interviews are conducted remotely, candidates will be required to scan and email a copy of this to the HR Department ahead of their interview.
- Full birth certificate.
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address.
- Where appropriate any documentation evidencing a change of name.
- Evidence of right to work in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. If you do not have the required documentation please contact our Human Resources Department on recruitment@stahs.org.uk and a full list of valid ID will be provided.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received).
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK.
3. Satisfactory completion of Prevent training, Child Protection training and KCSIE questions before joining the School.
4. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.
5. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State.
6. Verification of professional qualifications.
7. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant.
8. Where the successful candidate has worked or been resident overseas within the last five years, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered.
9. Satisfactory medical fitness.
10. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; and
11. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

Any delays to the receipt of paperwork / documentation which affect the clearance of pre-employment checks will result in a delayed start date.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role ie proposed workload, extra-curricular activities, layout of the School.

STAHS is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

REFERENCES

We will seek the references referred to above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form.

Any inconsistencies will be discussed with the candidate.

CRIMINAL RECORDS POLICY

The School will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request.

FEEDBACK

Due to the volume of applications received, we are unable to provide feedback on an individual basis except for candidates who have been interviewed.

RETENTION AND SECURITY OF RECORDS

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than six months.





St Albans High School for Girls
Townsend Avenue
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Tel: 01727 853 800

www.stahs.org.uk/vacancies



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