

SUCCESS FOR ALL  
EDUCATIONAL TRUST



**Redden Court School**  
*Committed to Success for All*

OUTSTANDING IN ALL AREAS



# RECRUITMENT PACK

Dear Colleague,

**Post: Performing Arts Technician (Secondary)**

Thank you for your interest in this post. To help you decide if the job would suit you please read through this recruitment pack, which we hope will give you a flavour of what the school is about and of what we expect from the successful candidate.

Redden Court School is a high achieving, successful, well-ordered and caring mixed comprehensive school for students aged eleven to sixteen which was recognised as being an Outstanding School in 2022. We are very proud of our school, our students and the Harold Wood community in which we serve.

Our vision is focused on 'Commitment to Success for All' with aspiration for all members of our community. Redden Court is the founding member of the Success for All Educational Trust.

**If you would like to become a member of our thriving and successful community, please apply via 'Mynewterm' which can be accessed [here](#) by the deadline of Tuesday, 22nd April at 12pm. Interviews to take place Tuesday, 29th April 2025.** We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.

If you wish to have an informal discussion about the post before applying please feel free to contact Mrs N. Parry, Acting Subject Leader of Drama on 01708 342293 or by emailing [nparry@reddencourtcloud.co.uk](mailto:nparry@reddencourtcloud.co.uk). Our last Ofsted report can be found [here](#)

I look forward to receiving your application.



Yours sincerely,



Mr A Henry  
Headteacher

## General Information

The Redden Court School motto "**Committed to Success for All**" embodies what our school believes in and represents our common goal. We aim to incorporate this vision into everyday school life and ensure that all students have the best opportunities made available to them. Success can and will be found in different goals for a vibrant and varied student body and we value all of our students as individuals with unique talents and interests. We support our students to always be the best that they can be.

### Notable Achievements

- In 2022, Redden Court School was recognised as being an Outstanding School with the additional accolade of being Outstanding in all areas
- In 2021, Ofsted recognised there was enough evidence of improved performance to suggest that the school could be judged outstanding if the inspectors were to carry out a section 5 inspection now. The school's next inspection will be a section 5 inspection
- In 2021 we were awarded the Wellbeing Award for Schools
- In 2020 we were awarded the SSAT award for exceptional outcomes for our SEND Students
- We have recently been re-accredited as a Thinking School by the CEDU at the University of Exeter
- In 2019 we were awarded the 'Quality in Careers' standard for our work in this area

### Building and Resources

The school is situated in Greater London, Romford, close to the M25, A12 and A127 and just 10 minutes walk from Harold Wood Railway Station. The school has on site parking for staff and visitors.

The school was built in 1931. Over the years we have expanded the site to accommodate our growing number of students, including two brand new buildings. We have new state of the art facilities in Science, technology and PE. Furthermore, there has been lots of renovation to the existing buildings which makes the school a pleasant learning environment for students and those to come. Our students enjoy well presented classrooms, clean and well kept facilities as well as pleasant dining and social time areas.

### SLT

- Mr A Henry, Headteacher
- Mr S Carrington, Deputy Head (Quality of Education)
- Mr K Ward, Deputy Head (Behaviour, Attitudes and Safeguarding)
- Miss T Greaves, Assistant Head (Curriculum, CPD and Teacher Training)
- Ms J Tyldesley, Assistant Head (Inclusion and SENCo)
- Mr T Hughes, Assistant Head (Student Achievement)
- Mr D Pendred, Assistant Head (Technology and Communication)

- Mr M Hoque, Associate Assistant Head (Personal Development and Enrichment)
- Mrs C Jacques, Associate Assistant Head (Teaching and Learning)
- Miss C Morris, Director of Administration

### Staff

We have 72 teachers, who are supported by 60 professional and competent Student Development Assistants and support staff. We work as a unified team to support and enhance the learning experiences of our students.

### Wellbeing

Redden Court values its staff's well being. We endeavour to offer a holistic approach to ensure all our stakeholders are supported in their emotional, physical and mental health.

We offer the following staff benefits:

- Child places at Redden Court School are available for staff who are employed at the school (subject to conditions).
- Career Development (apprenticeships, support towards achieving further qualifications, leadership programmes, progression opportunities, teacher training, shadow opportunities and a vast CPD programme of relevant courses)
- Pension
- Two week October half term
- All teaching staff are allocated a Chromebook
- Multi Gym available for staff use
- Staff supervision sessions with a trained professional
- Cycle-to-work scheme
- Regular staff social and get-together events
- A regular staff survey consults staff and takes actions based on the results.

### Edtech

Redden Court School has been recognised as a specialist of computing technology for over a decade, and has always invested in modern technology to enhance the curriculum.

The Department for Education selected Redden Court School in 2020 as one of its Edtech Demonstrator schools to support 100s of other schools in the country with their use of technology in education. This was initially to help schools to respond to the pandemic but the project has continued to expand. In 2017 Google selected us to become one of the only Google Reference Schools in the UK as a result of our success over the years, giving us early, exclusive access to upcoming tools and the opportunity to attend and showcase at events. We have also gained international recognition welcoming many visitors from abroad to support them with their own development.

Google Workspace for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device. In 2012, we adopted this free web-based communication and collaboration suite

available to education establishments. With products including Gmail, Google Classroom, Calendar, Drive, Docs, Meet, Slides and Sites, we recognise the influence that these tools have on classroom and distance learning, our collaboration inside and outside of school, improvements in administrative efficiency and providing remote access for all. This enables all our students and staff to have access to the most up-to-date technology.

We have also rolled out a 1:1 Chromebook scheme with our students, with many of them buying the device through us, as an affordable browser-based device that provides quick, simple access to our online platforms. We also provide teaching staff with a Chromebook to support our edtech focus. Staff are offered a wide range of CPD to develop their skills in this area.

### Recent Results

<b>Results 2024</b>	<b>Redden Court School</b>
Progress 8	+0.33
Attainment 8	51.1
9-5% English & Maths (strong)	53%
9-4% English & Maths (standard)	75%
Ebacc % entered	78%
Ebacc APS	4.83

### Pastoral Care

We currently have 1050 students at Redden Court School. The pastoral team is particularly well staffed and this allows us to form a wide and comprehensive net of care around our student body.

The team is made of:

- Deputy Head - Pastoral Care
- Pastoral Director
- 5 non-teaching Heads of Year
- Home School Support Worker
- Education Welfare Officer
- 2 Learning Mentors
- 3 Student Service Officers
- Pastoral Support Officer
- Pastoral Administration

We also buy in counselling and mentoring services which, taken as a whole, provides a support base to our students which is second to none.

### SEND

We are proud of our reputation for achieving exceptional outcomes for our children with special educational needs and disabilities. We support our students with SEND in mainstream with a combination of in-class support systems and withdrawn interventions. Children who need a higher level of support are educated in our



Nurture Group and move on to study GCSEs on the Blue Pathway where they benefit from small classes and a high ratio of adults to children.

Redden Court also supports some children with EHCPs using our Additional Resourced Provision (ARP) funding. We are pleased to be able to offer bespoke packages of support for our children with the most complex needs.

Our dedicated SEND team consists of 6 SEND Teachers and 22 Student Development Assistants (SDAs) managed by our deputy SENCO. Leaders on the SEND team are highly invested in developing staff. Many former SDAs have found their experience on the SEND team to be a vital step as they move towards new careers in teaching, mentoring, counselling or other pastoral work with children. At Redden Court, we have a strong tradition of encouraging our staff to develop their careers.

### CPD and Training

We invest heavily in our own staff training and development at all levels, from Initial Teacher Training, Associate and support Staff, through to Senior Leadership level. We run an in-house comprehensive programme each year which includes whole school CPD, faculty training, ECT and RQT professional studies, ASPIRE Teaching and Learning workshops and additional voluntary training sessions. We also offer a wide range of opportunities for staff to gain leadership experience such as termly or yearly secondments onto the pastoral team or senior leadership team. In addition we subscribe to the National College and actively encourage staff to take responsibility for their own professional development by completing courses and certificates online.

### Values and Ethos

At Redden Court School our staff values are closely aligned to our student values, ASPIRE. Every individual is valued for what they contribute to our community.

- ★ **Ambitious** - To be passionate in our desire and determination to achieve success and exceed our potential.
- ★ **Supportive** - To provide encouragement, physical and emotional support to others where it is needed.
- ★ **Professional** - To recognise ourselves as role models and demonstrate positive examples to students and each other at all times.
- ★ **Innovative** - To be creative and open to change and new ideas.
- ★ **Respectful** - To treat others with dignity and respect; to celebrate and welcome diversity.
- ★ **Equality** - To promote and ensure that every individual has an equal opportunity to make the most of their lives and talents.

Collectively these values help to raise standards, develop positive behaviours and develop individuals. We recognise that through these values our staff work towards a common goal that supports the vision for our school.

## Advert

### Full Time Performing Arts Technician (Secondary)

Scale 3 (points 5-6)

Required as soon as possible

Actual Salary - £4,648 - £4,714 (one day) Subject to pay review pending

8.30am-4.00pm (with 30 mins lunch) 7 hours per day

One day a week - 38 weeks per year

*"Pupils are proud to attend this school. They say it is friendly, warm and safe. Pupils have respectful relationships with teachers."*

*"Teachers are enthusiastic subject experts. They check pupils' understanding often. Pupils' work and attitudes to learning reflect teachers' high expectations."*

*Pupils flourish here. They work hard in class and take their education seriously"*

*"The provision for pupils' wider development is exceptionally well thought through"*

*"Leaders have high expectations of all pupils' achievement"*

*"The behaviour of pupils is exemplary. Pupils are motivated by rewards for showing their positive attitudes, such as trying hard in class or being helpful around the school. They are polite and respectful and readily celebrate their peers' successes"*

**Ofsted**

We are seeking a self motivated and enthusiastic individual to join our Performing Arts team to ensure that all Performing Arts teaching and performance spaces are fully prepared, safe and fit for purpose at all times. The successful candidate will provide technical preparation and support during Drama and Music lessons, rehearsals and performances as required. You will need to provide technical support and expertise for Music and Drama performances – this may include the movement and setting up of sound and lighting equipment, instruments and music stands, operation of tech equipment, construction and scenic design, provision and maintenance of properties and wardrobe elements. You will also be in charge of recording, editing and digitally producing recordings of all Music and Drama performances and examinations.

The successful candidate will be in charge of regular, scheduled maintenance, supervision and operation of all lighting, sound, audio equipment and electronic instruments and AV systems used for the Performing Arts. You will be in charge of ordering and obtaining supplies as required, monitoring and maintaining stock items (lamps, gels, gobos, tape, screws, timber etc). To support the wider use of Performing Arts resources throughout the school and engage fully with the wider demands of the role within the school setting. To set up and operate sound and AV systems for school productions, assemblies, concerts, sports day and other events

across the school site.

The school believes in Committed to Success for All and continuing professional development and developing the skills and knowledge of our staff through a thorough appraisal system.

As an employee you will have access to the Local Government Pension Scheme and instant access to the Schools Advisory Service that offer a range of wellbeing services that includes;

- Access 24 hours a day to a GP helpline where you can have a telephone conversation for you and close relatives.
- Access to Physiotherapy
- Access to a counselling service
- Free 12 week Weight Management Programme
- Support for stress management
- Lifestyle Screening
- Relationship Counselling
- Long-term condition support - support for you and family members where you or a member of your family is suffering from a long-term condition such as cancer, Multiple Sclerosis or Motor Neurones disease. This list is not exhaustive.
- Private Medical Service
- Stress Counselling

Child places at Redden Court School are available for staff who are employed at the school.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. We require the successful candidate to undertake an enhanced criminal records check via the Disclosure and Barring Service.

At Redden Court School we are dedicated to building and embracing a diverse, inclusive and equitable school environment. This ensures that everyone is welcome, included and given the opportunity to take part. We recognise and celebrate the range of diverse qualities that we all bring. We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender identity, ethnic origin, disability, age or sexual orientation.

References from 2 previous employers will be sought prior to interview.

**To apply and for further information please click [here](#) by the deadline of Tuesday, 22nd April 2025. Interviews to take place Tuesday, 29th April 2025.**

*We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.*



## **Job Profile**

<b>Job Title:</b>	<b>Performing Arts Technician</b>
<b>Grade:</b>	<b>Scale 3 (points 5-6)</b>
<b>School:</b>	<b>Redden Court School</b>
<b>Reports to:</b>	<b>Performing Arts Department</b>

### **Job Purpose and Context:-**

We are looking for an enthusiastic technician with excellent IT skills and knowledge to be responsible for the general maintenance and efficient working of a lively Performing Arts department. The successful candidate will be required to provide technical support to staff and students within lessons, for productions and school events which may take place out of school hours.

### **Candidate Requirements:**

- Good knowledge of Cubase Music Production Software.
- A good communicator
- Someone who is conscientious and enthusiastic
- Must be organised and have the ability to be flexible

### **Qualifications / Knowledge / Health and Safety:**

- Knowledge of Music technology and recording equipment
- Knowledge of Apple Mac and PC computers including digital recording and photography equipment
- A good knowledge of digital film recording and editing
- Working knowledge of lighting and sound design for the theatre
- Able to read and write complex technical report
- Understanding of Health and Safety

### **Roles and Responsibilities:-**

- To assist staff and students in the use of specialist core department equipment, including lighting and sound desk equipment and computer-based software.
- To be responsible for organising an inventory of equipment for Music and Drama, maintaining and securing all equipment listed on the inventory. Including musical Instruments.
- To assist and support Music and Drama in all internal, after school and external events (including open evenings), managing any 'on loan' system and taking responsibility for all equipment including the preparation of lighting

and sound for all performances (in and out of school hours) and careful return and storage of equipment.

- Responsible for the recording and maintaining a catalogue (video/audio) of students coursework and school performances and subsequent editing and copying.
- Promotion, training and managing an effective Student Tech Team across all core departments.
- Setting up and striking of sets, including the rigging and focusing of lights and the checking of sound equipment, and assisting with construction of sets. To implement data back-up strategies to safeguard coursework for core departments.

#### **General:**

- General maintenance work within the relevant departments, including minor repairs to ICT, sound and video editing equipment. Planning ahead for repairs and servicing of all equipment. Weekly check to ensure all departmental PCs and macs are functioning.
- Helping with and being aware of ICT/MAC developments and opportunities.
- To provide technical support for whole school presentations i.e. open evenings and assembly work when requested.
- Assisting with the running of courses for students on the technical aspects of theatre and other performances.

#### **Other Professional Responsibilities:**

- To work in accordance with the values of the school particularly with regard to promoting positive attitudes towards tolerance and respect for other people.
- To work in accordance with school policies and procedures as identified in the staff handbook and school policy folder.
- To take an active role in the School Performance Management system to review own progress and set targets for future development.
- To undertake the responsibilities of a tutor as part of the Vertical Tutoring system

#### **Notes:**

1. Redden Court School has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training
2. The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role
3. The post holder is expected to demonstrate a flexible approach in the delivery of work. Consequently the post holder may be required to perform work not specifically

identified in the job description, but which is in line with the general level of responsibility of the post.

4. This job description will be subject to review with the post holder after one year and may then be reviewed from time to time

**Signed:** .....

**Date:** .....

**Signed:** .....

**Date:** .....

*(Head Teacher)*

Redden Court School is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people
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## Performing Arts Technician

### Person Specification

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to manage the work and outcomes of other people		✓	Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults and children and young people	✓		Application & interview
Ability to write effectively for a variety of different audiences	✓		Application and interview
The ability to manage budgets within the financial regulations of the school		✓	Application and interview
The ability to assess and plan for training needs in a rapidly changing environment		✓	Application and interview
<b>Knowledge</b>			
Knowledge of Music Software Cubase, Musescore, Garageband	✓		Application and interview
Working knowledge of lighting and sound desks specifically the Eos family (ETC ION) and Behringer X32 consoles		✓	Application and interview
<b>Qualifications and Experience</b>			
Specialist qualification or extensive experience in Technical Theatre		✓	Application Original Certificates
GCSE English/Maths Grade C or above, or equivalent.	✓		Application Original Certificates
Degree in Technical Theatre or similar vocational / professional qualification		✓	Application Original Certificates
Previous experience in a theatre or live event setting	✓		Application & interview
Relevant experience of stage lighting and sound systems	✓		Application & interview