



# Mayfield Grammar School

## Gravesend

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### **Drama/Technology Technician**

**15 hours per week – Term time only plus 15 hours on school development days**

**Required immediately (Salary at Kent Range 5, £20,595, full time (actual salary £7,213))**

A Drama/Technology Technician is required to provide support for Drama primarily with 10 hours dedicated to this department. The other 5 hours would be deployed to assist our Technology department to ensure both these curriculum areas function effectively. The successful candidate will be part of a technician team who all aid the promotion and observance of a healthy and safe working environment for the students and staff.

The school has a high profile for achievement locally and nationally and prides itself on its strong record of internal professional development.

Further details and an application form are available from the Staff Vacancies section of the school website [www.mgsg.kent.sch.uk](http://www.mgsg.kent.sch.uk)

Applications made via Kent Teach/TES will be accepted.  
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by **1.00pm Monday 28<sup>th</sup> November 2022**  
**Interviews will be held shortly after the closing date.**

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***



## Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. Our second site has specially designed facilities for Technology, Sports and Drama which opened in 1995. There is ICT provision on both sites and a new teaching block will open in September 2022 to house our Learning Resources Centre, Music, Multi-purpose Sports Hall, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised Verbal, Non-Verbal and Mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

The school was judged to be Outstanding by Ofsted in June 2013. Ofsted reported that "achievement in all subjects including English and Mathematics is exceptionally high" and that "The behaviour of students is exemplary. They engage enthusiastically with their learning, are courteous, polite and keen to contribute fully to the life of the school".

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Key Stage Co-ordinators (AHTs). A House System was introduced in September 2020. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall at the end of the academic year.

The teaching staff are supported by Administrative Staff in the main office, a Reprographics Assistant, a LRC Manager, Finance staff, an Assessment Officer, a Cover and Examinations Officer, Pastoral Support Managers, Learning Supervisor team as well as a team of Technicians. A Premises Manager, supported by two assistants, looks after the two sites.

The curriculum follows National Curriculum guidelines. All students have the opportunity to gain ten or eleven GCSEs at the end of Year 11.

There are circa 1319 students on roll, 320 of whom are in the Sixth Form.

From 2018, we expanded the Pupil Admission Number (PAN), to 180. For the last five years, the school has admitted above PAN, and from September 2021 we increased our PAN to 210.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Adventure Service Challenge (Lower School) and the Duke of Edinburgh Award scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and many other opportunities for students to participate in events outside their classroom studies. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both locally, nationally and abroad for all year groups.

Mayfield Grammar School, Gravesend is a happy community where we foster excellent relationships between staff and students.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at [www.mgsg.kent.sch.uk](http://www.mgsg.kent.sch.uk)

## Mayfield Grammar School, Gravesend

### Drama Department

Mrs A Quiros                      Curriculum Leader Drama  
Mrs L Horne                      Teacher of Drama & Music

The Year 7 Drama course focuses on introducing students to a variety of dramatic skills through different units including:

#### **Introduction to Drama:**

Initially students begin exploring movement and vocal skills to create character through improvisation. This unit encourages students to develop confidence in performance. The students also learn about the history of drama.

#### **Ways of Devising:**

Devising allows students to respond to a stimulus, for example; a picture, poem or object and develop their own original performance work through rehearsal. Students consider narrative structure, dramatic devices, performance style and staging types when developing their work.

#### **Texts in Practice:**

Texts in Practice allows students to, interpret texts, create and communicate meaning and realise artistic intention through the study of a play text. Students consider the roles of designers in performance and how they communicate meaning to an audience through their design element.

The introduction to drama in Year 8 begins to equip students with the skills required at GCSE. Throughout the course students learn to collaborate with others, think analytically and evaluate effectively. Students develop their knowledge and understanding of drama and theatre terminology including stage positioning, stage configurations and dramatic devices.

The Year 8 Drama course focuses on reinforcing the skills studied in Year 7, including:

- Further exploration of movement and vocal skills to create character through improvisation.
- Devising to respond to a stimulus, for example; a picture, poem or object and develop their own original performance work through rehearsal. Students deepen their knowledge on narrative structure, dramatic devices, performance style and staging types when developing their work.
- Texts in Practice: students study a more challenging level of texts and further explore how to create characters and develop design options, such as set, costume and lighting

It is the aim that the students pick up both practical skills and knowledge of drama theory, so that they will be able to plan, discuss and design theatre themselves, using appropriate theatre terminology.

Drama GCSE allows students the opportunity to explore drama through written analysis and as a practical art form. Students will describe, create, perform and respond to drama using theoretical knowledge of drama and theatre. They will also develop their understanding of

the characteristics of performance texts including genre, structure, language and sub-text. They will explore in written and practical ways, how meaning is interpreted and communicated by focusing on performance conventions and design. Students will explore the importance and influence of social, cultural and historical context and develop their understanding of theatre terminology and the roles and responsibilities of theatre makers. Through the study of drama, students learn to collaborate, think analytically and evaluate effectively. They also develop their confidence and presentation skills. Students must have confident skills in English literature and essay writing as well as a keen interest in the subject. A willingness to actively participate in practical exploration and to discuss and share ideas with others is also needed. Students are expected to attend additional live theatre visits and workshops.

### **Technology Department**

The person appointed will join a lively, enthusiastic and academically successful area of the school to support the two existing technicians, one of whom is shared with the Art Department.

Mrs C Johnston	Curriculum Leader for Technology and Teacher of Technology/Product Design
Miss K Booth	Learning Leader Sixth Form/Teacher of Technology
Mrs A Mortimore	Teacher of Technology/Textiles and Art
Miss A Spinola	Teacher of Technology
Mrs E Kerrison	Teacher of Technology
Miss C Widdison	Teacher of Technology/Sixth Form Learning Leader
Mrs S Nutter	Senior Technology/Art Technician
Mr E Cocks	Technology Technician
Mr G Barfoot	Food Technology & Drama Technician
Mrs A Wittingham	Creative Arts Technician

In Design Technology students cover a range of materials, techniques and processes. Students are soon made aware that good design is about finding suitable and innovative solutions to problems, whether those problems are how to make a meal suitable for a specific dietary requirement, a garment that is suitable for a certain situation, or a product that meets all its consumer needs whilst still be aesthetically appealing.

Design and Technology offers opportunities for students to:

- develop knowledge and understanding of materials and components, systems and control and structures
- develop their capability, through combining their designing and making skills with knowledge and understanding to design and make products
- nurture creativity and innovation
- explore values about and attitudes to the manufactured world and how we live, work and interact within it
- develop a critical understanding of technological processes, products and their manufacture, and how they contribute to our society
- relate and apply knowledge and understanding from across the curriculum

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Drama/Technology Technician</b>
<b>Responsible to:</b>	Curriculum Leader for Drama & Curriculum Leader for Technology
<b>Hours:</b>	15 hours per week – Tuesday, Wednesday and Friday
<b>Salary:</b>	KR5 £20,595 (actual salary £7,213)
<b>Duties:</b>	The Drama/Technology Technician will primarily provide support for Drama with 5 hours to assist Textiles and other relevant subjects and will ensure these subjects can function effectively.
<b>Suitability:</b>	The post would suit a creative, versatile, methodical and practical person who is capable of keeping equipment and supplies well maintained and in good working order.

### **Drama Responsibilities:**

- Support and develop display work in Drama and Theatre department.
- Organise and develop streamline systems for costume, make up and props cupboards.
- Keep up to date the drama department catalogue, (both in the classroom and support for drama in LRC).
- Catalogue digital performances and photos from student work in a secure and up to date fashion.
- Coordinate the movement, setting up and storage of staging (e.g. raked seating) with performances.
- Maintenance and updating of Drama content on school intranet in consultation with Curriculum Leader.
- To assist and support staff and students in the use of specialist core department equipment, including lighting desk, (may require training).
- To be responsible for organizing an inventory of equipment for drama department, maintaining and securing all equipment listed on the inventory.
- To assist and support all core departments in all internal, afterschool 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 pupils' coursework and school performances and subsequent editing and copying.
  
- Support 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.
- Support with researching, booking and admin support for theatre trips.
- To provide technical support for whole school drama presentations (i.e. mornings, open evenings and extra-curricular work) when requested.
- Maintain a stock check, noting shortages.
- Help support class preparation (resources, especially but not exclusively for design focussed lessons) at staff request.
- Type and submit orders for materials based on staff requests.
- Regularly check equipment and machinery, adjusting and noting required maintenance and repairs as necessary. Inform teaching staff of safety implications, (e.g. lighting and sound systems at Bainbridge and main site, liaising with Facilities team).

- Assist staff with preparation of lesson materials, including reprographics if needed.
- Help prepare equipment required for internal and external examinations.
- Support with clearing away following practical exams, design workshops and school productions.
- Take delegated responsibility for the implementation of Health and Safety Act.
- Occasionally, if available, support with attendance on school trips, e.g. theatre trips and workshops.

**Technology Responsibilities:**

- To prepare all materials/equipment for lessons.
- To prepare ingredients for practical/demo lessons and experiments.
- To support practical lessons through supervising student use of equipment and machinery. To demonstrate processes and to support students.
- To maintain all equipment and machinery (weekly, termly and annual logs) ensuring it is safe to use.
- To organise servicing of machinery and resources.
- To order and store all materials ensuring stock levels are appropriate for delivering the curriculum.
- To support staff in preparing equipment, rooms and resources for lessons.
- To prepare materials for display, including laminating.
- To support school events such as Open Evenings, Exhibitions and Options events.
- To support other departments with materials and resources (STEM day, open evening and Mandarin taster day).
- To maintain all rooms to a safe and hygienic standard.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed. Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of Postholder:

Date: