



SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

Performing Arts Technician

*Inspire
Empower
Shape The Future*



The School

Welcome to Borlase

Welcome to Sir William Borlase's Grammar School, where we are proud of our heritage as we approach our 400th birthday and excited to be inspiring and empowering the aspirations of our students today. A state-funded school in the centre of Marlow, Borlase is recognised for excellent academic learning and an outstanding extra and super-curricular programme.

History

Founded in 1624 on the same site we occupy today, the brick and flint Cloisters, clock tower and Chapel of Borlase share a street with Mary Shelley's cottage where she wrote Frankenstein, TS Eliot's house and the original site of the Royal Military College now at Sandhurst.

At Borlase we are proud of our long history of providing education to the young people of Marlow and surrounding areas since 1624. The school was built on a strong principle: the desire to enable children from all socioeconomic backgrounds to have the opportunity to learn and meet their potential.

Today

Our school has a very special energy that springs from a contagious enthusiasm for learning across all subjects; this extends well beyond the classroom through the many independent project groups, academic clubs and societies that flourish at school on a daily basis.

The calendar is full of opportunities to enrich learning through trips, visits, practical explorations and independent research. Borlasians aspire to achieve their best academically and personally and are unashamedly ambitious in those aims. High achievement comes from the genuine enjoyment of learning and we are committed to fostering that enjoyment in and outside the classroom.

Our teachers are all specialists in their chosen disciplines who are passionate about creating learning experiences that provoke independent thinking and creativity.

Our future

We continue to look forwards, always inspired to provide the very best opportunities for our students. We have recently embarked upon a major programme of investment in our site. A new sports centre was opened in 2021 new school refectory in 2023.



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Working at Borlase

A professional community

In joining the staff at Borlase, you would become part of a professional community dedicated to improvement. We invest heavily in staff professional development, but we believe that in a high-performing culture such as ours, the most effective professional growth comes through learning from others in the community and becoming more adept at self-regulated improvement.

We are recognised by the High Performance Learning organisation as a World Class School; testament to the commitment to research-led best practice that we have established at Borlase for over a decade.

We work closely with the local Teaching Hub to provide training for staff at all levels, including NPQs. We also support members of staff to work towards academic qualifications such as Masters degrees and educational doctorates.



Staff benefits

The children of members of staff are given priority in the admissions process in the event of oversubscription. Please see the school's admissions policy for more details.

There are extensive opportunities to accompany school trips to exciting destinations in the UK and beyond.

A commitment to wellbeing

We are committed to providing an outstanding, supportive work environment. An ongoing dialogue with staff about workload has led to changes in our working practice to reduce data collection and reporting points and to streamline our marking and feedback policy.

The Borlase staff is a friendly, sociable team and there are regular trips to theatre productions and sporting events. There is a well-provisioned staff common room and access to a superbly equipped onsite gym.



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Performing Arts Technician

*Range 2 £24,879 to £26,961 FTE depending on experience
0.6 FTE to full time considered - required as soon as possible*

Required as soon as possible, a rare and exciting opportunity has arisen for an enthusiastic technician to join the passionate Performing Arts faculty at Borlase as our Performing Arts Technician, supporting the Theatre Manager and Director of Performing Arts, and working alongside all other Performing Arts staff.

This is an ideal role for someone who wishes to develop their own experience of working in a professional theatre setting, supporting the creation of high quality and varied arts productions. The role also provides the opportunity to work with young people across all the Performing Arts, including Music, Dance, Drama and Production Arts.

The Performing Arts Technician works with the Theatre Manager to ensure the smooth running and use of the purpose-built theatre, as well as providing practical support in Production Arts BTEC lessons (which currently has a cohort of 28 students). The Performing Arts Technician also works with the Director of Performing Arts and Heads of Music, Dance & Drama in assisting with the rigging and set up for practical examination work, including work which is recorded.

The Performing Arts Technician has a key role in supporting the large range of outstanding extracurricular events that are undertaken across the Arts each year, including concerts, rock shows, dance shows, plays and musical productions. The technician would also undertake technical support for external lettings.

The Performing Arts at Borlase

The Performing Arts play a significant role in the culture and ethos of Borlase, and the breadth, depth and quality of our curricular and extracurricular programmes are nationally recognised. Music, Dance and Drama are all offered at GCSE & A Level and are a popular choice among students, with numbers significantly higher than current national averages. The school also offers the Production Arts BTEC for students in the

The Role

sixth form. All students achieve outstanding results and produce work of excellent quality. We also have a talented and increasingly popular junior technical team, led by the Theatre Manager.

The Performing Arts faculty encourages and facilitates student leadership opportunities, 'real-world' industry experience and provides further inspirational activities for our very enthusiastic students including thirty-five weekly clubs and ensembles, ranging from orchestras to dance companies to Technical Theatre clubs. Borlasians regularly take part in wider community events including Marlow Festival, outdoor music festivals and Christmas events.

Please visit our YouTube channel ([SWBGS](#)), Twitter (@BorlaseArts) and Instagram (@borlasetech, @borlasemusic, @borlasedance) accounts for further insight into the Performing Arts at Borlase and to see what you could be involved in!

Facilities

The Performing Arts facilities at Borlase are excellent, at the heart of which is a 216-capacity purpose-built theatre supplied with professional equipment. It is a versatile space which has been designed to support students' learning and operation. We have a Zero88 FLX2 Universe lighting desk running mostly traditional fixtures alongside some intelligent lighting. There is a fully installed PA System with an Allen & Heath QU24 Desk, with an array of industry standard microphones and comms systems.

We currently have a dance studio including sprung floor, mirrors and ballet barre and a separate drama studio. Music rooms include a PC-suite and students use a range of software including *Sibelius* and *Ableton*. We are currently working on plans to expand our theatre into a purpose-built Performing Arts centre, so it is a very exciting time to be joining the school.



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Main Responsibilities

Performing Arts Technician

Objectives

- To support the learning and progress of all students.
- To assist in delivering the provision of lighting, sound, video and staging across the school site including the theatre and drama studio.
- To assist in maintaining equipment and spaces to the highest possible standard.
- To contribute to the efficient day-to-day operation of the Performing Arts faculty and wider school organisation.
- To ensure the highest level of health and safety is applied across all production activities.

Principal areas of responsibility

- Prepare or construct lighting, sound, video and stage equipment and practicals for use in lessons and productions.
- Supervise get-ins, fit ups, performances, strikes and get-outs as directed, including working evenings and weekends when required (flexible working hours can be agreed with the Director of Performing Arts).
- Support the Theatre Manager in her day-to-day duties, including supporting with external theatre lettings.
- Support the Performing Arts staff in undertaking practical examinations.
- Perform production duties as directed, including:
 - Installation and rigging of staging, lighting, sound and video equipment.
 - Programming and operation of staging, lighting, sound and video equipment.
 - Staging, Lighting, Sound and AV Crew duties as scheduled.
- Working professionally as a member of the Performing Arts team.

Job Description



Job Description

Main Responsibilities

Performing Arts Technician

- Attend meetings, rehearsals, performances, get-ins and get-outs as required.
- To work professionally as a member of the Performing Arts team.
- To undertake any further reasonable duties as and when required by the Director of Performing Arts and/or the Theatre Manager
- To demonstrate consistently high expectations of all students and a commitment to raising their achievement.
- To promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration.



- To communicate promptly and sensitively with parents, carers and other relevant bodies where necessary.
- To contribute towards, and value, the work of teams of staff dedicated to advancing student learning and welfare.
- Demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents.
- To observe proper professional boundaries and having regard to the safeguarding and wellbeing of students.
- The post holder is responsible for ensuring all child protection and safeguarding policies are adhered to and that any concerns or incidents are raised in accordance with these policies.



The Person

	Essential	Desirable
Qualifications	Formal qualification in Production Arts, Technical Theatre or a related subject (equivalent to level 3 diploma and/or A Level) GCSE or equivalent in English and Maths	Degree/higher education level qualification in Production Arts, Technical Theatre or a related subject First aid training
Previous Work Experience	Experience of working in a theatre and/or Performing Arts setting	Experience and/or work in the wider theatre industry Professional experience in the wider theatre industry Experience of working with children
Professional Qualities, Skills and Experience	<p>Specialist experience of using and working with at least one of the following areas:</p> <ul style="list-style-type: none"> - Lighting rigging and equipment - Theatre sound equipment - Video including editing and/or streaming equipment - Staging and/or set design & construction <p>Experience of the theatrical process, including: rehearsals, fit-ups, technical rehearsals, previews and get-outs</p> <p>Excellent IT skills and ability to learn new IT software</p> <p>A full, clean drivers' license</p> <p>Ability to understand and interpret technical drawings, plans, models and other theatre documentation</p> <p>A commitment to facilitating inspirational extracurricular Performing Arts opportunities</p>	<p>Specialist experience in Sound and/or Set construction</p> <p>Experience, knowledge & understanding within at least one of the following areas:</p> <ul style="list-style-type: none"> • Lighting – rigging, patching, focusing; programming and operating Zero 88 lighting desks; operating lighting for events; holding a relevant electrical qualification; designing lighting for productions, concerts & dance shows; using and maintaining moving lights • Sound – ability to set up a sound system; using radio mics; using <i>Qlab</i>; using digital sound desks (preferably Allen & Heath) • Video – setting up projectors and video sources; mapping video onto set elements; video editing; using streaming systems • Staging – stagecraft skills; set construction; use of power tools; carpentry & welding • Health & Safety – current H&S legislation; use of scaffold towers; PASMA • Music software – <i>Sibelius</i>; <i>Ableton</i>; <i>Bandlab</i>



The Person

People Management Skills	Effective communicator with children, staff and parents. An effective team player, working with colleagues collaboratively High standard of verbal and communication skills	Experience in fostering good relationships between all members of a school community
Other Personal Qualities	Appropriate motivation for working with children (one which values each child & shows concern for their personal safety & wellbeing) Eagerness to learn new skills, proactive and enthusiastic Well-developed planning & organising skills including time management, delegation and administration Dedication and reliability in delivering extracurricular opportunities, demonstrating a passion for Performing Arts	Willingness to contribute to the wider life of the school beyond the Performing Arts.



How To Apply

Please do contact us with any queries or if you would like to discuss your situation with us first.

For an application form please visit www.swbgs.com and click on Vacancies

KEY DATES

9.00am Monday 28th October 2024

Deadline for application

Early Application encouraged as they will be considered upon arrival.

We reserve the right to close the vacancy early should suitable candidates apply before the closing date

Interviews will take place on Wednesday 6th November 2024

Applications submitted via email should be sent to Mrs Anna Summerfield, Director of HR at asummerfield@swbgs.com

The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance and the Trust's Safer Recruitment Policy.

All shortlisted candidates will be subject to an online search as part of the safer recruitment process.



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