



APPLICATION PACK
MUSIC & DRAMA TECHNICIAN
(with optional Teaching Assistant hours)
AT WESTFIELD ACADEMY



Westfield Academy
Seeing the qualities in every child

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Westfield Academy continues to make a significant impact on the education and welfare of the community in Yeovil.

It was judged '[Good](#)' by OFSTED in October 2023, 2018 and 2014. Student numbers have grown along with its reputation within the area and we were heavily oversubscribed in the last five year's intake.

There has been significant investment in the site over the last few years, including new sports facilities and Creative Arts spaces. Yeovil is a growing town and the Academy has seen its student numbers increase to 1055 this year.

We also believe in investing in our staff and offer a staff wellbeing group as well as dedicating significant time and funds to professional development. For ECT's we can offer experienced mentors and a great programme of CPD.

We are a school that has invested in technology and all students have chromebooks, which are a great tool available in delivering lessons and feedback.

We have a fantastic team of 11 full time non-teaching Heads / Deputy Heads of Year who are a key element of our pastoral provision leading to our calm and focussed student behaviour.

We are the first choice of school to work at by supply teachers in the local area and this has kept staff cover to genuinely being "rarely cover".

Please return your application form, including the names and addresses of two referees, to Lisa Jeffreys, Headteacher's PA, (lisa.jeffreys@westfieldacademy.co.uk) by 09:00am on Monday 21 October 2024. Interviews will take place during the week commencing 21 October 2024. Shortlisted candidates will be contacted by 5:00pm on Monday 21 October 2024.

Detailed references will be requested for all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

I look forward to hearing from you.

With best wishes



Simon Dallimore
Headteacher



Our Values and Ethos

Our motto is “Seeing the qualities in every child”, with our aim being to ensure all of our students become successful lifelong learners, confident individuals and responsible citizens. Our teachers and support staff work hard and are fully committed to challenging and supporting the students in their care.

STRIVE—What are the values?

At the heart of our school community are a set of core values. These underpin our whole school curriculum and ethos. Our school values are:

- **Scholarship**—work hard and apply effective study habits
- **Teamwork**—be able to work positively and effectively with others, combining your efforts when working towards a shared goal
- **Be Resilient**— have self awareness, work with purpose and be willing to adapt to change
- Have **Integrity**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Be Versatile**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Have Empathy**—be aware of the feelings of others, contribute to your community and support your peers.

Students are encouraged to make the most of a wide range of extracurricular opportunities, including The Duke of Edinburgh Award Scheme. We run fixtures in all major sports and have a wide range of clubs and leisure sports activities. Students benefit from working with specialist coaches and enjoy good access to community clubs on and beyond the school site. For elite performers, there are a variety of further opportunities including sports psychology, training and nutrition.

Performing Arts are a real strength of Westfield. Students take advantage of a wide range of specialist Music tuition together with our choir, orchestra, string group and contemporary music groups. Students have the opportunity to perform in three concerts each year. Drama and Dance opportunities include an annual school play and two shows a year, all hosted in our theatre.

Westfield Academy is committed to using new technologies to support both teaching and learning. From 2019 all students at both Key Stage 3 and Key Stage 4, have their own Google Chromebook. These chromebooks are used to support learning across the curriculum. All teaching staff have their own chromebook.

Learning beyond the school site includes theatre visits, Geography field trips, ski trips and visits to Spain and France.

Regular rewards assemblies and annual awards evenings are where we recognise and celebrate the very wide range of student achievements. Students are also encouraged to take on roles of responsibility such as Prefects, House Captains and Form Captains, and to help further improve their own school through our School Council. All students are members of a tutor group and one of four houses, (Aqua, Ignis, Terra, Ventus). Houses form the basis of inter-house sporting activities and fundraising events. Students are encouraged to understand, respect and celebrate diversity, not least through our annual ‘Diversity Week’ programme.



JOB DESCRIPTION

DESIGN & TECHNOLOGY TECHNICIAN (25 hours)

Main Purpose of Job

- To maintain and make available the appropriate equipment and resources, to support student learning in a safe working environment.
- To assist students with technical aspects of their work.

Main Responsibilities & Duties

Main responsibilities will include those below:

- Prepare and supply equipment and resources for lessons in response to teacher and curriculum requirements. Where appropriate, provide in lesson support.
- Maintain and store resources and equipment. Order stocks of consumables. Keep appropriate records and inventories.
- Ensure classrooms and performance areas are fit for purpose and report any faults or issues to be teacher and site team.
- Provide general advice, guidance and technical assistance to the teacher.
- Operate all technical equipment within the department, including but not limited to: recording studio, sound systems in upper and lower school halls and dance studio, lighting rigs in lower school hall and drama studio.
- Assist with the preparation of recordings and performances for GCSE examinations.
- Be available to operate lighting and sound systems for whole school events—some of which will be in the evening.
- Advise teachers and students on Health and Safety regulations, conduct risk assessments where necessary.
- With agreement to act as a technician for outside lettings of the school's facilities—for which additional pay will be available.

Supporting Processes

Problem Solving and Creativity

- Deals with constant interruptions by teachers to solve immediate problems, but has to meet constant deadlines of lessons/timetable.
- Provides guidance to students and teachers on operation of equipment. Needs to act as the “expert” in operation of music and theatre related equipment.

Decision Making

- Advises on the need to purchase additional resources equipment, within the budget under authorisation of the teachers.
- Decisions made within prescribed school policies and Health & Safety regulations.



JOB DESCRIPTION *(continued)*

Physical Effort & Working Conditions

- An active role.
- Moving and carrying equipment—a considerable portion of the day spent on their feet.

Contacts & Relationships

- Regular contact with all members of staff and students.
- Liaison with suppliers or members of the public hiring the school's facilities.

Additional Information

NOTES:

1. The Music & Drama Technician post will be for 25 hours a week term time only.
2. The annual salary will be paid at Scale 14 (£13,374—£13,824 (actual salary range).
3. Annual leave must be taken during the school holidays.
4. The appointment is subject to the general conditions of service for Westfield Academy Staff.
5. Professional development is an integral part of the post. The post will be subject to an annual process of Performance Review.

This job description is current as of September 2024. It is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Knowledge, Skills and Experience

- Good understanding of technical operation of lighting and sound equipment.
- An interest in, or experience of, music or drama performance.
- Willingness to learn, flexible approach including working hours.
- Ability to use initiative to work alone, good organisation skills.
- Ability to communicate technical information at a range of levels.

Westfield Academy is fully committed to safeguarding and promoting the welfare of children and follow best practice procedures to ensure their safety.

Details of the possible Teaching Assistant aspect of the role can be found on the next page.



JOB DESCRIPTION

TEACHING ASSISTANT (additional 7 hours)

Main Purpose of Job

- To assist the Headteacher and teachers in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment, which enables students to achieve their full learning potential and facilitates their social and moral development.
- Support is both on a one to one basis and in groups, to students with additional learning needs. This may include students with a high learning ability ('gifted/talented'). This may take place in the mainstream setting or in the SEN rooms.

Main Responsibilities & Duties

Supporting the Teaching and Learning Process

Under the guidance and direction of the teacher:

- Develop, maintain and apply knowledge and understanding of students' general and specific learning needs and to ensure that support is given at an appropriate level.
- Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions.
- Focus support in areas needing improvement, both academic and social.
- Work with and support students to ensure they are able to use ICT and other specialist equipment to enhance their learning.
- Motivate and encourage students to concentrate on and fulfil the tasks set.
- Undertake learning activities with students of varying abilities to ensure differentiation and access to the curriculum.
- Seek to ensure the promotion and reinforcement of students' self esteem, appropriate levels of effort and behaviour; to guide students to become independent learners.
- Contribute to the assessment of students' learning, in particular with regard to literacy, numeracy, science and IT skills.
- Contribute to the implementation of the curriculum and specific individual student targets.
- Provide small group and 1:1 interventions as required.

Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment

- Assist in the development, monitoring and evaluation of programmes of work.
- To maintain data files, catalogue resources, maintain inventories, photocopy, and use IT systems for administrative and educational purposes.
- Contribute to and assist in the development and monitoring of systems for review and recording of students' progress.
- Where appropriate, accompany students on school visits.
- Attend and contribute to school staff meetings and in service training events within contracted hours or outside normal hours by agreement.

JOB DESCRIPTION *(continued)*

To provide care and supervision of students within the classroom, within the school and outside of the school

- Assist in the supervision of tests/assessments as directed.
- Develop an understanding of and provide for students' specific personal needs to ensure a safe learning environment.
- To assume sole supervision of whole classes for short periods in the absence of the teacher, but only when it is essential for the teacher to leave a class, such as in an emergency. This would not be expected in the case of inexperienced TAs.

Additional duties may include

- Under the direction of Health Service professionals, undertake activities in support of occupational, physio and speech therapy.
- To work with student groups using a range of strategies to gain acceptance and inclusion of students with special educational needs.

Facts and Figures

- School of 1055 pupils on a large and spread out site.
- Complex variety of buildings of differing ages and construction.

Supporting Processes

Problem Solving and Creativity

- On a daily basis, within prescribed guidelines and under the direction of the teacher, develop a range of strategies to engage individuals and groups of students, often with differing requirements, in the experience of learning and in their personal, social, health and moral education. For example, a reward system appropriate to an individual student.

Decision Making

- Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of students in relation to their education activities, behaviour and care.
- On occasions there will be the need to make immediate decisions, without initial referral to teachers.

Physical Effort & Working Conditions

- A normal school environment, although the job holder may be involved in external school activities.
- Most of the working day is spent standing and moving around, with periods of crouching/bending/sitting to engage students in activities.
- There may be occasional physical risks associated with intervention in incidents of challenging behaviour, including aggression, which are encountered with students who have psychological needs.

Contacts & Relationships

- Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.

Westfield Academy is fully committed to safeguarding and promoting the welfare of children and follow best practice procedures to ensure their safety.

INFORMATION FOR APPLICANTS

Thank you for expressing an interest in this post at Westfield Academy.

Please complete the attached application form in full. Please note that CVs are not accepted as part of the application process.

We are committed to protecting the safety of all students within our care and our selection process is designed to minimise any risk. Part of the selection process will be to explore a candidate's motivation for working with students.

Detailed references will be taken up of all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

All shortlisted candidates will be required to bring evidence of identity and proof of qualifications to interview.

The selection process may involve a number of different aspects as well as a panel interview. We will endeavour to ensure that you are able to gather as much information as possible regarding the school and you will also be able to ask questions relating to the post during the interview process.

The closing date for submission of applications is **09:00am on Monday 21 October 2024** with interviews taking place during the week commencing **21 October 2024**.

Please mark your application for the attention of Mrs Lisa Jeffreys, Headteacher's PA, and return it via email to lisa.jeffreys@westfieldacademy.co.uk

We look forward to receiving your application.



Terms and Conditions of Employment

Westfield Academy Trust's normal terms of conditions of employment apply to the post of Music & Drama Technician. Final detailed terms and conditions are subject to agreement between the Trust and the successful candidate and will be reflected in the formal employment contract.

Employer	Westfield Academy Trust
Position	Music & Drama Technician (with the possibility of TA hours) Westfield Academy, Stiby Road, Yeovil, Somerset, BA21 3EP This position is 25 hours per week, term time only, or 25 hours per week, term time only (Music & Drama Technician) plus 7 hours per week, term time only (Teaching Assistant) to total 32 hours per week, term time only.
Reporting to	Head of Music & Head of Performing Arts / SENCo
Location	Westfield Academy and any other place operated by the Academy.
Start Date	as soon as possible
Salary	Grade 14 (£13,374—£13,824 (25 hours, actual salary) or Grade 14 (£17,118—£17,695 (32 hours, actual salary)
Holidays	You are entitled to take holiday during normal school holidays except where your presence is required for the proper execution of your duties.
Safeguarding	Westfield Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (previously CRB) check is required for the successful applicant.
Pension Scheme	This post is eligible to be a member of the Local Government Pension Scheme.

