



APPLICATION PACK

MUSIC & DRAMA TECHNICIAN

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 personal development in our community.

We have been rated [‘Good’](#) by OFSTED (2023, 2018, 2014) and our student numbers remain at full capacity.

Our site has seen substantial investment, including new sports facilities and Creative Arts spaces.

We invest in our staff through dedicated wellbeing support and extensive professional development opportunities.

All students have access to their own Chromebook, improving teaching, learning and feedback.

Our 11 full time, non-teaching Heads/Deputy Heads of Year are a key element to our strong pastoral care, to calm, focussed learning.

We are also the top choice for supply teachers locally, ensuring that staff cover is genuinely “rare 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 9 June 2025. Interview date to be confirmed

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

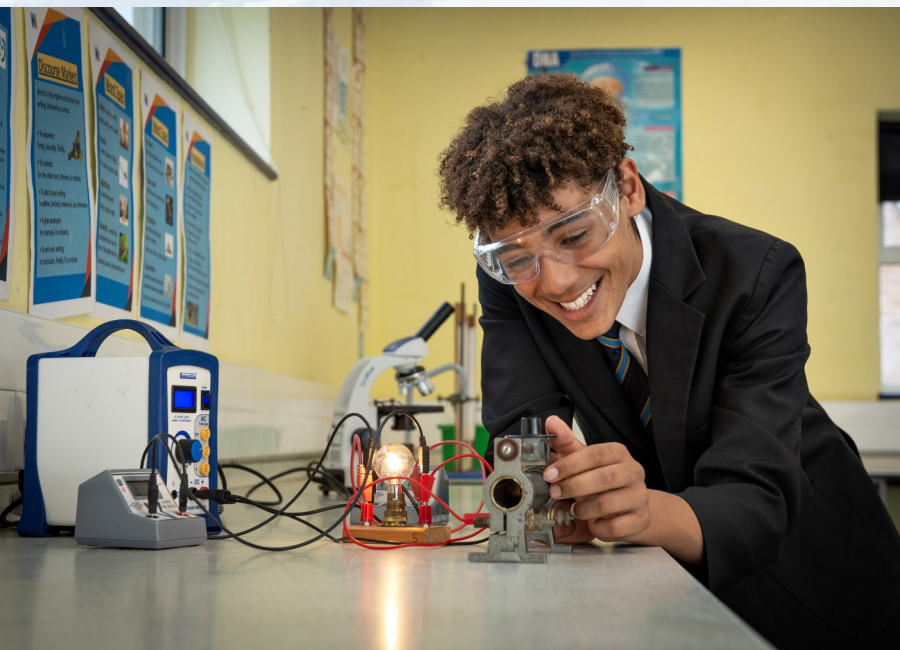
Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

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

MUSIC & DRAMA TECHNICIAN

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

- 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 the 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.

Facts & Figures

- A school of approximately 1000 students in years 7 to 11.
- Supports 4 teachers across 3 specialisms: Music, Performing Arts & Dance.

Supporting Processes

Problem Solving & Creativity

- Deals with 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 and equipment, within the budget under authorisation of the teachers.
- Decisions made within prescribed school policies and Health and 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 32.5 hours per week term time only plus 2 weeks.
2. The annual salary will be paid at grade 13 (£19,914—£21,563 (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 May 2025. 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 & Experience

- Good understanding of technical operation of lighting and sound equipment.
- Ability to tune musical instruments.
- 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.



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 9 June 2025**, with the interview date to be confirmed.

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 Westfield Academy, Westfield Road, Yeovil, Somerset, BA21 3DB This position is permanent, 32.5 hours per week term time only plus 2 weeks
Reporting to	Head of Music & Head of Performing Arts
Location	Westfield Academy and any other place operated by the Academy.
Start Date	September 2025
Salary	Grade 13 (£19,914—£21,563 (actual salary range)
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.

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