

VACANCY  
INFORMATION  
PACK

TECHNICAL  
THEATRE MANAGER

(FULL TIME, TERM TIME  
ONLY PLUS 2 WEEKS  
DURING SCHOOL  
HOLIDAYS)



READING BLUE COAT



## INTRODUCTION

Reading Blue Coat School is a leading independent day school for students from ages 11 to 18. As at September 2023, the School has circa 800 students and has welcomed our first co-educational intake into Year 7 with the intention of being a fully co-educational independent day school from September 2027 onwards. The School has been co-educational at Sixth Form for over 30 years and this continues.

The School was founded in 1646 by Richard Aldworth, a Master of The Skinners' Company, and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital. In 1947, Reading Blue Coat School moved to the magnificent estate of Holme Park in the Berkshire village of Sonning, where it remains today.

The ethos of the School derives from its Christian foundation and traditions, fostering care and concern within the community and enabling all students to develop their full potential. The School aims to provide a stimulating and friendly atmosphere in which each student can realise his or her full intellectual, physical, and creative potential. Students are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and co-curricular activities that combine to meet these objectives.

The School employs more than 200 salaried staff, of whom about 50% are academic. Reflecting the character of our co-educational sixth form, nearly half of our academic staff are female.

## FACILITIES

Reading Blue Coat is located four miles from the centre of Reading, in the Thames-side village of Sonning. It is also three miles from Twyford, which is located on Crossrail, with fast train service across London. Set in 46 acres of land for students to enjoy, the facilities are very well maintained, and the School continues to invest in the site to add to an impressive infrastructure of buildings.

Planning permission has been obtained for a new Performing Arts Centre.



## ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all students should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual students to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics in Year 7, in Languages in Year 8, and Science in Year 9. Geology is also a thriving subject. In Year 11, all students take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All students take a GCSE in Religious Studies (full course) in Year 10.

In the Sixth Form, students can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), and a weekly schedule of visiting speakers. Reading Blue Coat always seeks to stretch and challenge students and the School's Learning Support Department ensures that students with specific learning needs are supported effectively. The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment.

2023 academic results were impressive; the results were amongst Blue Coat's best with 74.4% achieving A\*- B at A Level, and at GCSE 78.1% gaining Grades 9 to 7.

The majority of Year 13 leavers proceed to degree courses at universities of which approximately 78% go to the Russell Group Plus universities. Each year over 75% of our students attain places at their first choice university, whilst others are successful in securing future learning opportunities in their chosen career.

## PASTORAL

Pastoral care, focused on the individual, is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system, within the framework of the House system. In September 2021, we increased our houses from four to six: Aldworth, Hall, Malthus, Rich, Norwood and West.

All students are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and for personally overseeing the development of their character and intellectual curiosity. At the heart of the School are the values of aspiration, courage, compassion, integrity and service and all activities seek to re-enforce these. The House system enables students to take part in activities that foster the development of these ideals through a variety of opportunities that include dance, drama, music, public speaking and sport.

## DRAMA, MUSIC & THE ARTS

Reading Blue Coat has a reputation for drama and musical performances of the highest quality, with an extensive programme of performances throughout the year. Students' endeavours in the arts are highly successful and widely acclaimed. Music is at the heart of the School, all students are auditioned for the choir and many learn a musical instrument. The School Musical or Play is one of the highlights of the cultural calendar and there are further opportunities to perform on stage throughout the academic year. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, and exhibitions that take place throughout the year.



Further information is available on the School's website at [www.rbc.org.uk](http://www.rbc.org.uk)

**SEE ALSO THE GOOD SCHOOL GUIDE:**

<https://www.goodschoolsguide.co.uk/schools/102976/reading-blue-coat-school>

**AND MUDDY STILETTOS SCHOOLS REVIEW GUIDE:**

<https://berkshire.muddystilettos.co.uk/kids-2/school-reviews-kids-fashion-2/reading-blue-coats-sonning/>

## SPORT

The School has a strong reputation for the high quality of its sporting teams. Sport plays a key role in developing every student's potential whilst embodying the principles of Respect, Belief, Commitment and Sportsmanship (team RBCS). Sports are coached to a very high level while providing for, and encouraging those, for whom participation rather than excellence is important.

The core sports are athletics, cricket, football, netball, hockey, rowing, and rugby. The School competes with great success at local, regional, and even national level. We have recent national competition winners in rowing and cross country running, and cricketers, netballers and rugby players who have been selected to international age group teams and gone on to play professionally. Other sports on offer include cross country, golf, tennis, swimming, and touch rugby.

## ACTIVITIES

The activities programme is designed to enable students to develop practical and social skills such as communication, leadership, and teamwork. Reading Blue Coat offers a number of exciting options from which students can choose for their weekly activities session, including Adventure Education, Combined Cadet Force (Army, Navy, RAF), Duke of Edinburgh Award Scheme, Model United Nations and Enterprise Champions.

## COMMUNITY

Reading Blue Coat students are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by Richard Aldworth who founded the School in 1646.

In recent years the School has greatly enhanced its links with the wider community under what is now called the Aldworth Partnership. One example is the Primary Schools Placement programme which gives students the opportunity to assist with tuition in English, Maths and Modern Foreign Languages in local primary schools. We also have our own community garden which produces fresh produce for a local foodbank charity and our students have recently begun a project to convert a horse trailer into a community café.

Internationally the School has a strong relationship with the charity Brass for Africa and our students support their work amongst disadvantaged children and young people in Uganda through music. As the Aldworth Partnership continues to grow, the long-term aim is that all Blue Coat students have the opportunity to be involved in transformative service projects in the local and wider community at some point in their school career.

## DEPARTMENT OF DRAMA AND DANCE

### Introduction

This post is a great opportunity to join a thriving department in an excellent school that really promotes the performing arts in readiness for the opening of a magnificent new Performing Arts Centre. The Drama and Dance department currently consists of three other full time staff, led by the Director of Drama and Dance and a recently appointed Theatre Technician, who are supported by several other part time teaching staff from other departments.

Drama at Reading Blue Coat is a significant and exciting part of the School, covering everything from academic A-level studies, House Drama competitions, major senior, middle and lower school productions,

### Which qualifications we prepare students for?

The department currently follows Eduqas WJEC 'A' level Drama in Years 12 and 13 (Lower and Upper Sixth) and uses the same exam board for GCSE Drama.

We offer both the Acting and Technical Theatre pathways at GCSE and A level.

### Facilities

The Drama and Dance department occupies a number of spaces over the School site including a dedicated Drama Studio (fully equipped for teaching and performing with costumes and props) and a Hall (with high spec lighting). An exciting new development is planned in the future with the construction of a new Performing Arts Centre for which planning permission is in place.

### Co-curricular drama and dance

The School has a long tradition of showcasing large scale productions each year. Annually, the School aims to present multiple productions, ranging from intimate Drama productions, to large-scale musicals.

Recent productions have included Private Peaceful, Our House, A Midsummer Night's Dream, The Show Must Go On, Billy Elliot, Wonderland, Footloose and most recently Lord of the Flies.

Cast sizes for productions can average up to 100 students for senior plays and 20 – 50 students for middle and lower school plays.



For an informal conversation about the role, contact Mr Devin Möller (Director of Drama and Dance) on **0118 944 1005** or email [dsm@rbcs.org.uk](mailto:dsm@rbcs.org.uk)





## MAIN PURPOSE OF THE JOB:

A broad role in support of the Director of Drama & Dance, project managing lighting and sound; set construction; stage management; managing and editing music and video footage for performances across academic work; preparation for exams and leading on co-curricular activities within Drama, Dance & Music.

## SUMMARY OF THE ROLE:

1. Take responsibility for all technical areas within the School's theatre and event spaces.
2. Work across multiple teams to support the delivery of a number of artistic, academic and venue hire activities.
3. To support teaching and learning particularly in Drama and Music.

## MAIN RESPONSIBILITIES:

1. To oversee and where possible maintain all technical equipment for Drama, Dance and Music (i.e. lanterns, lighting board, camcorder, computers, audio equipment, amplifiers, , PA systems etc.).
2. To support teaching staff and technical pathway candidates in the advanced use of technical equipment.
3. To support students in the use of technical equipment across Dance, Drama and Music.
4. To lead the development of student technician teams for in-house production work.
5. To be responsible for technical teams involved in designing, rigging and angling.
6. To ensure, with the department staff, that all department areas are safe and that all equipment is correctly stored. To oversee appropriate storage of equipment and /or set items at the end of the day and at the end of productions/enrichment activities.
7. To provide technical support for assemblies when needed.
8. To support KS4 and KS5 examinations with, technical design and video records, liaising with IT when required.
9. To support the maintenance of the Dance, Drama and Music spaces to provide a pleasant environment in which to work.
10. To arrange for the purchase, hire and repair of equipment as required.
11. To advise teaching staff about future requirements needed to keep up to date with technical developments.
12. Work within set budgets; maintain budgets; order and plan expenditure. Run P&L accounts for productions.
13. Supervision of the lighting and sound equipment.
14. Designing the lighting, sound and supporting with the set of productions.
15. Production Management for at least two productions a year.
16. Support and supervision of set-building for productions.
17. Liaison with the Head of Maintenance on any maintenance requirements.
18. Attend departmental meetings.
19. Liaise with the Health & Safety Manager to arrange PAT testing of Drama & Dance Department equipment.
20. Deliver teaching of lighting, sound and stage management units for GCSE/A Level.
21. Provide technical support in varying areas to GCSE and A level practical examinations.
22. Run the technical theatre co-curricular provision.
23. Provide first-line maintenance support for all relevant technical equipment, machines, furniture, fixtures and fittings.
24. Maintain an inventory of all equipment and materials held and used including costume audits.
25. Liaise with IT staff over software requirements and system support.

**LINE MANAGER:**

Director of Drama & Dance.

**DEPARTMENT:**

Drama, Dance & Music.

**LINE MANAGERS:**

Theatre Technician and the supervision of casual staff, contractors and volunteers may be required.

**BUDGETARY RESPONSIBILITY:**

Specific budgets for individual productions. Assisting the Director of Drama & Dance manage the department budgets.

**CONTRACT STATUS:**

Permanent full-time, term time only contract to commence 28 August 2024 or as soon as possible thereafter. The first 6 months of service is served as a probationary period.

**SALARY:**

Salary will be in the region of £31,149 per annum (including paid leave entitlement) pro rata (FTE £35,314) depending on experience and qualifications. Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments throughout the year.

**Health and Safety:**

26. Ensure all health and safety requirements are met for the use of the performance spaces and produce risk assessments for all theatre / event space activities.
27. Attend training as required and maintain awareness of health and safety regulations specific to the spaces and equipment used.
28. Attend Health & Safety Committee meetings on space and equipment used.
29. Regularly update and advise all users (including students) of the theatre and event spaces on the safe use of the area and equipment.
30. Liaise with the Health & Safety Manager to organise annual safety checks of all technical equipment, machines, furniture, fixtures and fittings.

**Venue Hire:**

31. Set up furniture, lighting, sound and multimedia equipment for performance / event spaces.
32. In conjunction with the Assistant Bursar ensure external hirers are fully briefed on the safe use of the theatre / performance spaces.
33. Where required, provide technical assistance to external users. If not during normal working hours this will be paid at the appropriate hourly rate and recharged to the hirer.
34. Update the Schools digital media with information, film and photos of events.

**Additional Duties:**

35. To act professionally and with good conduct at all times.
36. Promote equality and enable the educational and social inclusion for all participants.
37. The post holder is responsible for promoting and safeguarding the welfare of students at the school.
38. The post holder is responsible for using technical and operational knowledge to ensure a safe environment and to follow all Health and Safety Policy guidelines and policies as stated within the school's Health and Safety Policy.
39. To be a visible point of contact for staff and students so they communicate on technical requirements, follow protocols and correct channels

*Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.*



For an informal conversation about the role, contact Mr Devin Möller (Director of Drama and Dance) on **0118 944 1005** or email [dsm@rbcs.org.uk](mailto:dsm@rbcs.org.uk)

## TECHNICAL THEATRE MANAGER

The person specification focuses on the knowledge, skills, experience, and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Skills, Qualifications and Attributes:	Essential	Desirable
Theatre industry experience in all aspects of live performance and events, including public performances.	✓	
Theatre Studies / Media A Level or BTEC in Stage Management or an appropriate degree qualification and/or extensive professional experience.	✓	
Design, building and crewing experience in all aspects of performing arts.	✓	
Knowledge and experience of theatre scenery, safe rigging and staging equipment.	✓	
Knowledge of electrical principles and electrical safety.	✓	
Experience of supporting students in the technical aspects of external Drama examinations.	✓	
Filming/editing experience.	✓	
Strong proven experience in stage/production management.	✓	
Strong proven experience and/or qualification in sound and lighting design.	✓	
Excellent working knowledge of IT including projector set-up, PowerPoint presentations and specific theatre industry operating and design programmes.	✓	
Up to date knowledge of lighting systems, control apparatus, equipment and its maintenance, e.g. VISTA.	✓	
Up to date knowledge of digital audio and audio-visual equipment and its use in relation to live, recorded and play-back techniques.	✓	
An enthusiasm for working with and advising young people in technical theatre and production.	✓	
Excellent interpersonal skills, able to communicate clearly and consistently with all theatre and event space users, especially non-technical users.	✓	
Highly organised with successful experience in meeting deadlines and managing conflicting priorities.	✓	
Experience in implementing health and safety requirements and risk assessments.	✓	
Confident in working independently but also willing to collaborate across many departments.	✓	
Ability to work flexible hours including some evenings and weekends.	✓	
Knowledge of digital SD cameras and camcorders.	✓	



Desirable Skills, Qualifications and Attributes:	Essential	Desirable
Full Clean Driving License.		✓
Driving license which includes the category D1 (minibuses). The School are prepared to sponsor this training if it is required.		✓
Current first aid qualification.		✓
PASMA mobile tower trained.		✓
Experience of working in theatre for a school, college, university or industry venue.		✓
Trained in manual-handling/heavy lifting of theatre equipment, working at heights etc. and able to do so safely (training to be provided, if required).		✓

### Closing date for applications: 09:00 on 19 April 2024

Applications should be submitted by School employment Application Form, which can be downloaded from our website "Vacancies" page [www.rbcs.org.uk/vacancies/](http://www.rbcs.org.uk/vacancies/)

This should be submitted with your letter of application, by email to: [recruitment@rbcs.org.uk](mailto:recruitment@rbcs.org.uk)

Contact for questions about the application process should be addressed to Mrs Inga Gregory, Head of HR, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU. Email: [rig@rbcs.org.uk](mailto:rig@rbcs.org.uk)





**PLACE OF WORK**

Reading Blue Coat School, Holme Park, Sonning Lane, Sonning on Thames, Berkshire, RG4 6SU.



**MEALS**

Lunch and refreshments are provided free by the School.



**SPORTS FACILITIES**

Free membership of the School Sports Centre with access to fully equipped gym and swimming pool.



**EMPLOYEE ASSISTANCE PROGRAMME (EAP)**

Confidential independent support service available to staff when you most need it.



**WORKING HOURS**

Full-time, with core hours from 08:30 to 16:30 (a total of 40 hours per week) with a 30-minute unpaid meal break, term time only plus 2 weeks to be worked during school holiday periods (a total of 43 weeks per year). You will be required to work flexibly as there will inevitably be quite a lot of evening and weekend working. Any additional hours over the core working hours will taken as time off in lieu. Term time working days include attendance for the delivery of co-curricular activities; school events; open evenings; parents' evenings; etc.



**PARKING**

Free Car parking is available on site.



**LEAVE ENTITLEMENT**

School holidays in accordance with the published School calendar.



**CYCLE SCHEME**

Tax-free Cycle to Work Scheme is offered by salary sacrifice.



**PROFESSIONAL DEVELOPMENT**

Strong commitment to support professional development, overseen by Deputy Head (Staff Development), with a dedicated people development budget.



**PENSION**

Membership of the RBCS Group Personal Pension Scheme (employee contribution of 5% of salary and employer contribution is 8% of salary Life Assurance at 4x gross salary and Income Protection cover.



**CAR SCHEME**

Leased cars scheme offered by salary sacrifice affording large savings.



**THE BLUE COAT BENEFIT HUB**

The Blue Coat Benefit Hub: you can access discounts, rewards, and perks on thousands of the brands that you love to shop with including travel; motoring; electronics; clothing; education; entertainment; restaurants; health and wellness; beauty and spa; insurance; sports and outdoors.

**DISCOUNTS**



Employee car scheme offered by salary sacrifice affording large savings on new cars.



50% reduction for all full time staff (pro-rated for part time staff).



Fees (from 1 September 2023) are £6,655 per term.



## MEET THE STAFF

All staff, both teaching and support, form part of a qualified and experienced team, which functions at its best in being mutually supportive in a common goal: to provide the best possible education for all Blue Coat pupils.

Relationships between staff and pupils at Blue Coat are often remarked upon by visitors and parents for being warm, relaxed and mutually respectful.

Click on the link to find out more about some of our staff. Can you see yourself as part of the Blue Coat team?

[www.rbc.org.uk/the-school/meet-the-staff/](http://www.rbc.org.uk/the-school/meet-the-staff/)



## GETTING HERE

### BY CAR

We are located in the village of Sonning-on-Thames, just off the A4, between Reading and Twyford.

We are about 15 minutes' drive from Junction 10 of the M4 motorway. From there, take the Reading / Bracknell turnoff at Junction 10 on to the A329M to Reading. At the roundabout by the flyover take the third exit (A4) towards Maidenhead. Follow the dual carriageway over the next roundabout and up the hill. Over the railway bridge, turn left into Sonning Lane. The School is about ½ mile on the left.

### BY BUS

The School and village of Sonning is served by local bus services 128 and 129 (operated by Courtney) from Reading to Wokingham.

Also by service 850 (operated by Arriva Bus) from High Wycombe, Marlow, Henley, Twyford to Reading. Alight at the junction of Sonning Lane and Bath Road, from where it is a short walk.

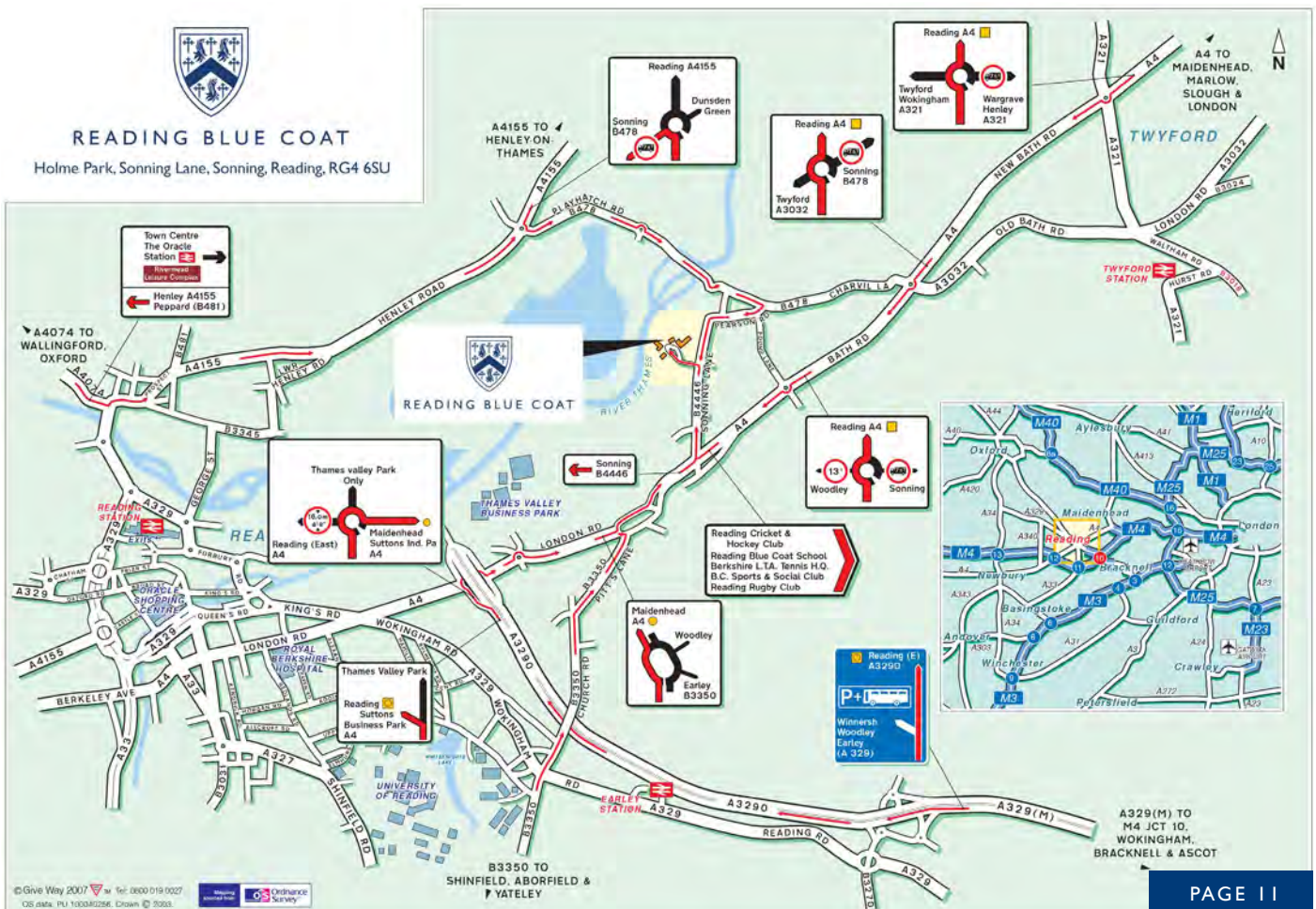
### BY TRAIN

Our nearest rail links are at Reading central station (mainline to London, Wales and the West), which is about 5 miles from the School (about 15 minutes by taxi).

We are also served by local stations at Twyford, which is about 3 miles away (about 10 minutes by taxi), and at Earley, which is about 4 miles away (about 15 minutes by taxi).



For information, call Reception: **0118 944 1005**





# ONE READING BLUE COAT

our community



Holme Park, Sonning Lane, Sonning-on-Thames, Berkshire RG4 6SU

Tel: 0118 944 1005 [rbc.org.uk](http://rbc.org.uk)