



Gordon's School

Co-Curricular Assistant – Job description

Reports to: Deputy Director of Co-Curricular
Hours: 40 hours per week, term time only

Main Purpose of the Job

To support and enhance the provision of Co-Curricular at Gordon's School through the delivery of Period 7s, artistic production support, marketing and promotional materials, practical support for events and performances and administrative LAMDA support.

Duties and Responsibilities

1. Theatre and Production Support

- Support the delivery of Period 7 Drama Tech Club to support production design with a focus on Set and Props making.
- Support on the creative design and development of design concepts for school productions and performances in conjunction with the Director of Drama.
- Support and assist with the construction, installation, dressing and dismantling of stage sets and props in line with the Director of Drama, Theatre Manager and Maintenance team.
- Support production rehearsals and performances, including weekends and evenings where appropriate and provide practical backstage assistance to staff and pupils involved in productions.
- Assist, when required, with Technical Scholarship sessions where applicable.

2. Period 7 (4pm to 5m)

- Organise and deliver four Period 7 Co-Curricular provisions per week of which two will be supporting the school productions.

3. Graphic Design and Marketing

- In conjunction with the Deputy Director of Co-Curricular and the Commercial and Development Director, lead on the design and production of Co-Curricular:
 - Posters;
 - Programmes;
 - Booklets;
 - Promotional resources;
 - Other creative marketing materials as required.
 - Support, create and manage social media and promotional content for:
 - Creative Arts Co-Curricular;
 - Academic Enrichment;
 - Co-Curricular Sport;
 - Public Speaking
 - Outdoor Education
 - Leadership
 - Voluntary

- Support the promotion and celebration of Co-Curricular student achievements and Co-Curricular events through creative marketing and communications.

4. LAMDA and Scholarships

- Support and Assist the Head of LAMDA with everyday running of LAMDA and Scholar Lesson, including but not limited to:
 - Timetabling
 - Parent and Student Communication
 - Missed lesson reports
 - Providing assistance with smooth running of LAMDA exams held twice yearly.
 - Providing assistance to the Public Speaking lead e.g. contact with competitors,
 - Programme design

Person Specification

Qualifications / Experience

- Degree qualification in Fine Art, Creative Arts or a related discipline.
- Experience of utilising administrative skills
- Experience in graphic design, creative marketing and visual communications is desirable.
- Experience of working with children and young people is desirable.
- Experience of supporting productions, exhibitions and creative events is desirable.

Skills

- Excellent creative and artistic skills.
- Excellent administrative skills
- Ability to inspire and motivate young people.
- Strong organisational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proactive and able to use initiative.
- Ability to work to deadlines and manage multiple projects simultaneously.
- Strong digital and social media skills.

Carry out any other duties commensurate with the post as may be reasonably required by the Deputy Director of Co-Curricular.

Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.