

THE CASTLE PARTNERSHIP TRUST

Executive Headteacher: Sarah Watson



The Castle Partnership Trust

ACHIEVE | BELONG | PARTICIPATE

THE CASTLE SCHOOL

Wellington Road, Taunton,

Somerset TA1 5AU

Tel: 01823 274073

www.castleschool.co.uk

COURT FIELDS SCHOOL

Mantle Street, Wellington,

Somerset TA21 8SW

Tel: 01823 664201

www.courtfields.net

October 2017

Dear Applicant

Art Technician vacancy at The Castle School

Thank you for your interest in the above post. The Castle School offers a rewarding and positive environment in which to work and I hope that these details encourage you to submit an application.

We currently looking to recruit a part time Art Technician. This role would be contracted for 15 hours per week and for school term time plus INSET days (39 weeks per annum). This represents an actual starting salary £5,291 per annum, based on an annual salary scale from £15,375 rising to £16,491.

Technicians have a valuable role to play in supporting students at the school. The Art Technician will ensure that resources and equipment are ready and will also help research topics required to support lessons. The technician will also be responsible for Art displays and should ideally have a background or interest in Art and/ or Graphics.

Applicants should be practical, enthusiastic, flexible, demonstrate initiative and have excellent communication skills and attention to detail.

The most important thing for our children is their safety. We foster a culture of vigilance amongst staff, students and parents. We always listen to children and take their concerns seriously. The Castle School is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated.

Please note that for posts working with children the successful candidate will be required to undergo an Enhanced Disclosure and Barring Service checks (previously known as CRB checks).

Applications should be emailed to recruitment@castle.somerset.sch.uk or posted to

Mr Rob Trowbridge

Assistant Business Manager

The Castle School

Taunton

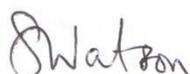
Somerset

TA1 5AU

Please do not send copies of DBS (Disclosure and Barring Service) certificates, or additional materials with your form. Any CVs must accompany a fully completed application form.

The closing date for applications is 12.00 noon on Monday 6 November 2017 with interviews due to take place the week commencing 13 November 2017.

Yours sincerely



Sarah Watson, Headteacher

JOB DESCRIPTION

Job Title: Art Technician

Reports to: Darryl Simpson, Head of The Arts

Grade: 15

Main Purpose of Job:

To support the teaching, learning and achievement within the Art Department

Duties:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Main Responsibilities:

- Maintaining stock across the department (orders, liaising with finance, delivery unpacking and topping up class sets of equipment, keeping the paper store tidy and with a range of correct sizes)
- Maintain stock in good condition.
- Maintain the quality of the teaching and learning environment, including making displays, organising the repair and maintenance of equipment, materials and furniture.
- Support the teaching staff by preparing materials for lessons, and storing materials that are no longer in use.
- Make teaching resources under the direction of teaching staff, including copying and laminating.
- Support class activities, particularly when health and safety issues require closer supervision of students.
- Supporting teachers with more practical activities such as printing, photography shoots across more than one location, sewing machine use.
- Support clearing away at the end of lessons to ensure a smooth transition into the next lesson.
- Support for extracurricular activities such as clubs - preparing materials, resources and equipment.
- Support for exhibitions within the department.
- Writing pupil commendations on behalf of teachers.

Supporting Processes:

Problem Solving and Creativity

- Works within prescribed procedures and deals with day to day issues.
- Uses initiative to solve problems with creative solutions.
- Will determine own priorities, with some guidance, in order to reach deadlines.

Decision Making

- Correct decisions taken from a range of established alternatives in line with health and safety regulations.

Physical Effort and Working Conditions

- Working in a busy Art Department and preparation room.
- The post requires the lifting and movement of a range of items and the requirement to climb short heights to create displays.
- Some use of ICT.

Contacts and Relationships

- Regular and frequent contact with students and members of staff.
- Contacts with suppliers.

Knowledge, Skills & Experience

- An aptitude for art, design or graphics.
- Practical experience of working with art supplies etc.
- Desirable personal qualities such as enthusiastic, flexible, demonstrate initiative, excellent communication skills, and attention to detail.
- A working knowledge of ICT.

Standards and quality assurance

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings.
- Be proactive in matters relating to health and safety.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.