



Duke of Kent School
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Duke of Kent School Application Pack
ART / DT TECHNICIAN

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Duke of Kent School is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All teaching staff are required to submit a self-declaration form confirming their suitability to work with children across our age range. Appointment will be subject to satisfactory references and pre-employment checks as detailed in our Recruitment Policy.

1. **Advertisement: Art/DT Technician**

Duke of Kent School, Ewhurst: Co-educational independent school (Nursery-Year 11) in the Surrey Hills. Competitive salary.

We seek to appoint from September 2018 an **Art/DT Technician**.

An outstanding Art and DT Technician is required to join our innovative, forward looking Art and Design Technology department. The successful candidate will be an integral member of the Art and D.T. team and an excellent communicator. We are looking for a team player, keen to share ideas with colleagues, who is self-motivated and committed to working with young people and to developing their knowledge alongside students in both subject areas, sharing the school's ethos of lifelong learning.

Applicants will divide their time between the Art Studio and D.T. Workshop as required and experience of working in both these environments or similar will be an advantage.

Staff and students are provided with an iPad for use in class and personal study, experience of working with this and other technology is highly desirable.

Our class sizes are small (a maximum of 20) which allows teachers and support staff to form excellent relationships with the students and support them individually. The successful candidate will be expected to support students, particularly those working at GCSE level, alongside the department's teachers during lesson times.

Duke of Kent School aims to provide an excellent and stimulating education on our beautiful forest site. We aim to foster curiosity and the love of learning in our pupils; staff benefit from a friendly and supportive staff room, excellent pupil behaviour, innovative approaches to teaching and learning and a strong home-school partnership.

Please visit <http://www.dukeofkentschool.org.uk/school-community/vacancies> for more information and application details.

Applications should be addressed to the Head, Judith Fremont-Barnes. The contact person for this recruitment process is our Assistant Bursar (HR and Operations), Rachel Harris, who can be contacted on 01483 277313 or rharris@dokschoo.org

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2. Letter for Prospective Applicants: Art/DT Technician

Dear Prospective Applicant,

Thank you for your interest in Duke of Kent School. The information attached is designed to inform you about our School and the post of Art/DT Technician and should be read in conjunction with our Safeguarding Policy, available on our website. All staff and volunteers at Duke of Kent School are responsible for the safeguarding of children and young people and for promoting their welfare.

All applications must be made via the School Application Form which can be obtained from the School website <http://www.dukeofkentschool.org.uk/school-community/vacancies> .

Please note that references will, where possible, be taken up prior to interview.

We look forward to receiving your completed application.

Yours faithfully,

Rachel Harris
Assistant Bursar (HR & Operations)

3. School Information

Duke of Kent School is a co-educational school with 300 pupils from Nursery to Year 11. The School is organized into three sections: Pre-Prep (Nursery –Year 2); Prep (Year 3 - Year 6) and Senior (Year 7 – Year 11).

The School has an inclusive ethos and we are proud of meeting the needs of pupils across a broad range of academic ability. We seek to enable each pupil to achieve his or her potential, to address challenges and to develop interests and aptitudes.

Our small size enables us to know each pupil as an individual and we aim to ensure that our programme of learning inside and beyond the classroom meets the needs of that individual: social, academic, spiritual, sporting, cultural. We place great value on personal progress and expect our pupils to strive for a series of personal bests. In all aspects of school life we pursue a dual strand of participation for all and the pursuit of excellence. We have a 'growth mindset' and expect pupils to invest considerable effort in all aspects of their school experience.

The average class size in the Senior School is 18 and 16 in the Prep. Very significant change has taken place over the past seven years. The original prep school expanded to offer GCSE education in 2008, with the first Year 11 pupils graduating in Summer 2011. Since September 2014 we have operated as a day school; bus services bring day pupils from Guildford, Horsham and surrounding villages. Our Extended Day model, with prep and activities available on site daily until 7.30pm, is staffed by teachers on a rota basis. In addition to lunchtime sessions such as chess tournaments and a History Society, the after school Activity Programme, with courses on offer as diverse as Magic Club, Gardening, Photography, Film-making, Football, Dog Training, Crime Scene Investigation and Fencing, provides opportunities for personal development for pupils. All teachers contribute to the programme and are encouraged to offer a course in an area of particular expertise or interest.

Form teachers take responsibility for the pastoral care of the pupils in their form and report to the Head of Senior School, John Wilson, and Head of Prep and Pre-prep, Becky Green. We enjoy excellent home-school partnerships with our families and the form teacher is the first point of contact with parents on pastoral or academic matters. Teachers throughout the School work with parents to encourage pupils to develop confidence, intellectual and social independence, and to reflect on, and take personal responsibility for, their learning. Where necessary all teachers and support staff work with the Head of Prep and of Senior Learning Development to ensure pupils' individual learning needs are met.

The School enjoys excellent facilities including large areas of forest, extensive sports pitches, an indoor swimming pool, sports hall, Performing Arts Hall, Prep and Senior library areas, laboratories and ICT facilities with both Macs and PCs. Very significant investment in technology over the last three years has brought the School a dedicated fibre optic line; the campus has an extensive wi-fi network and all staff and pupils from Year 2 upwards are equipped with an iPad for learning and teaching. All classrooms have Apple TV to mirror iPad screens for teaching purposes.

We place great value on learning beyond the classroom and pupils enjoy frequent trips, including residential visits, and opportunities to camp on site. Forest School and Duke of Edinburgh activities are popular aspects of School life. We have a varied programme of visiting speakers at the school and arrange a wide variety of educational visits and experiences outside the classroom.

Sport is an important aspect of both the curriculum and the extra-curricular programme. Swimming, hockey, netball, rugby, football, tennis, cricket, athletics, rounders and cross-country are all taught and, in addition to house events, a busy fixture list brings regular opportunities for pupils to represent the School. A large proportion of our teachers are involved in the sport programme and suitably qualified candidates will have opportunities for coaching and supervision of sports.

Art is a striking and central activity at Duke of Kent School. Music and Drama are vital aspects of School life, with pupils participating in choir and annual productions and many taking individual music lessons; pupils have regular opportunities to perform.

Behaviour throughout the School is extremely good and the focus on moral, cultural and spiritual development of pupils is very strong. Duke of Kent School has a kind, caring and supportive ethos of which pupils and staff are proud and which we strive to maintain. Regular assemblies celebrate achievement and clarify expectations. Pupils are keenly involved in a range of environmental and charity activities, as well as a School Council. The House system and initiatives such as paired reading schemes bring together pupils of different ages across the School community.

All staff are expected to participate in Professional Development and to attend external and internal training relevant to their work. Duke of Kent School makes a significant investment in training its staff and teachers can apply to the Head for funding for courses from a day's INSET to Masters level or doctoral study. A full programme of induction for Newly Qualified Teachers is in operation.

Children of Duke of Kent School staff, subject to the standard admission requirements, are eligible for a 50% remission of fees (pro-rata for part-time staff).

Please note that the Head, Judith Fremont-Barnes, leaves at the end of this academic year and will be replaced in January by Mrs Sue Knox, currently Head of Wellingborough Prep, following an interim term in which the School will be led by Mr Felix Macdonald, currently Deputy Head (Pastoral).

4. The Post: Art/DT Technician

The Art and D.T. Department

The Duke of Kent Art and Design Technology Department aims to develop creative, questioning students, adept in a wide variety of practical skills, techniques and processes, who have the ability to put these into practice effectively, in order to fulfil their creative potential. We promote a rigorous approach to learning in the Department, recognising the complexity and depth of both these subjects as well as the similarities and difference between the two disciplines. In doing so we are reflecting the forward looking, interconnected nature of the professional world of art, design and technology.

The Department is split into two areas; the Art Studio and The D.T. Workshop. These areas house a wide variety of equipment including a printing press, photographic studio, ceramics kiln, laser cutter, 3D printer as well as digital suites in both areas. This allows students to explore a wide variety of media, materials, techniques and processes. In Years 3-9 students receive an hour of both Art and D.T each week, this increases to 3 hours at GCSE. In addition, both subject areas run after school activities, lunch clubs and competitions throughout the year. The breadth of study and variety of processes available for students is integral to an inclusive department where every child's contribution is valued.

The Art and D.T. Department delivers a curriculum that provides students with a continuum of developmental, educational experiences from year 3 to Year 9. At GCSE students can opt to follow Edexcel courses in Art and Design (Art, Craft and Design), and Design Technology.

We work closely with the Learning Development Department to ensure that pupils receive any necessary support. The highest achieving students benefit from activities, at School and further afield, designed to stretch and challenge them further. These include our artist in residence programme and the SATRO Challenge.

We aim to extend and develop a passion and interest in Art and Design Technology in the world, recognising the relevance of these areas outside of a school context. Visits to the Tate Modern and other galleries give contextual support to drawing and photography trips to sites such as Westminster Abbey, local sculpture gardens and Brighton seafront. GCSE students visit galleries and go on research trips to support their coursework projects.

Duties

- General restocking of Art and DT rooms with correct paper, equipment, etc.
- Monitor stock levels and order resources and materials where necessary
- Supporting staff and students in Art and DT lessons where required, trouble shoot students' practical work; e.g. checking electrical circuits
- Maintain and develop Art and DT displays around school
- Input relevant departmental data into tracking sheets and other clerical tasks
- Assist cross-curricular links and whole school events where required; e.g. set building for productions, photographing events, helping with displays in other departments, etc.
- Assist in maintaining a clean, safe working environment for staff and students
- Assist in the preparation of lessons, produce teaching aids and provide demonstrations to aid teacher delivery
- Working outside the school with the community and industry where relevant to the Art and D.T. curriculum

- Support teachers in the supervision of students on school trips
- Contribute towards extracurricular activities run through the faculty
- Carry out regular Health and Safety checks on all equipment and machinery and report faults or concerns directly to the Head of Faculty
- Where possible, maintain machinery and equipment in accordance with Health & Safety requirements.
- Liaise with outside agencies, contractors and suppliers

6. Person Specification: Art and DT Technician

Assessment Area	Essential	Desirable	Assessment Method
Safeguarding	Commitment to safeguarding and promoting the welfare of children and young people	Qualification in Safeguarding	Application Form, Interview, References
Academic Qualifications/ Professional Status	Qualified to A level equivalent or above in Art, Design Technology or a closely allied subject	Qualification in a relevant subject to degree level or equivalent substantial professional experience	Application Form, Interview, References
Professional Skills	<p><i>We recognise that not all candidates will have experience in all areas listed below but a willingness to learn any unfamiliar aspects will be essential</i></p> <ul style="list-style-type: none"> • Ability to add to the faculty's skills/knowledge base through an understanding of key processes, techniques and working practices relevant to Art and Design Technology • Ability to use Microsoft Office, graphics programmes such as Photoshop, and 2D CAD programmes such as Solid Edge, Sketch-up or 2D Design. • Have a broad understanding of the principles behind digital photography, ceramics and kiln work, dye sublimation printing and 3D printing. • Ability to use basic carpentry and workshop tools safely and effectively. • Ability to use general workshop machinery safely and effectively. • Willing to develop the skills to maintain and service workshop equipment. • Ability to research and learn how to use new tools, processes, media, technology and techniques in support of students and the department. • Ability to communicate love of learning, to establish classroom routines and develop habits of excellence • Commitment to supporting pupils to achieve individual 'personal bests' • Ability to work to deadlines • Effective communicator with pupils, parents and Colleagues • Keen to contribute to extra-curricular programme • Dedication to supporting the department in the achievement of the highest possible academic and personal outcomes for all pupils • Passionate about the development and use of new technologies • Administrative skills 	<p>Experience working with young people.</p> <p>Previous experience supporting teachers in a practical subject.</p> <p>Specialisms or experience in the arts, design and engineering industries.</p>	Application Form, Interview, References.

Personal Qualities	<ol style="list-style-type: none"> 1. A personal interest in the world of Art and Design Technology 2. Collaborative approach 3. Flexible, resilient, empathic and imaginative 4. Highly organised 5. Capacity for initiative 6. Open to new ideas or approaches 7. Able to inspire pupils and communicate with colleagues, parents and fellow professionals 		Application Form, Interview, References
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