



CJT/DP

3rd July 2018

Dear Applicant

Art Technician – part time (15 hours per week)

Thank you for your enquiry about the post of Art Technician at The Netherhall School and Sixth Form Centre. I hope that this pack gives you all the information that you need at this stage and that we can look forward to your application.

The closing date for all applications is 12 noon, Monday 16th July 2018

Please send your completed application form, together with a letter of application to Ms Debbie Pickering, PA to the Principal, dpickering@netherhallschool.org

Yours sincerely

Chris Tooley
Principal

Principal Chris Tooley
Deputy Principal Richard Wilson, Daniel Berry
Assistant Principals Steve Lewis, Nikky Parker

Queen Edith's Way, Cambridge, CB1 8NN
Tel: 01223 242931
E-mail: office@netherhallschool.org
www.netherhall.org



Information for applicants

Netherhall School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

An Anglian Learning School



About Us

The Netherhall School and Sixth Form Centre has been offering high quality education in Cambridge for over 145 years and boasts a strong recent track record of exceeding national performance targets and expectations.



Netherhall School has developed and grown since it welcomed its first student on the 9 January 1871 and has adapted constantly to the needs of the community and the changing demands and ethos of the educational sector. The history of the school encompasses being a grammar school, a comprehensive school in 1974, a Foundation school and now an Academy. For many years it was the only school in Cambridge that offered a 6th Form.

In February 2016, Netherhall School became an Academy and joined with Bottisham Village College, to become part of the Bottisham Multi Academy Trust. Bottisham Village College has an Ofsted rating of Outstanding in all areas and the alliance allows the sharing of good and outstanding practices and to share experiences and strengths which are only gained with time. On the 1st September 2016 the trust grew to four schools with the addition of Sawston Village College and Bassingbourn Village College, two high performing schools around Cambridge. At the same time the name changed to 'Anglian Learning'. We are really excited at the increased opportunities for collaboration and career development that this new development will bring.

Our examination results from the summer of 2016 were excellent with the best A level results on record at Netherhall Sixth Form in addition to strong GCSE results, well above national benchmarks. The Ofsted Inspection in December 2015 commented that "Disadvantaged pupils achieved particularly well based on the same measure and attained significantly higher than similar pupils nationally."



Our Students

Netherhall School is set on the outskirts of Cambridge and serves both the City and the surrounding rural villages. As a result, student admissions are from a diverse range of backgrounds

We want all of our students to feel happy and secure. We have a well-developed pastoral care system and staff genuinely care about the students as individuals. We encourage students to assume and enjoy responsibility as Duty Students and through our Student Ambassador and Leadership schemes. Our highly skilled staff work closely with students, monitoring their progress to ensure they achieve their potential. There is an excellent student volunteer peer-counsellor scheme and students are encouraged to play an active part in the running of the school through the School Councils. We

understand that students need a range of skills and opportunities to fulfil their potential and therefore encourage students to undertake a full range of extra curriculum activities in addition to the educational requirements.

This is reflected in the Ofsted report June 2014 which gave a rating of Good for student behaviour: "The behaviour of students is good. Most parents that responded to the on-line questionnaire and took part in school surveys indicate that the school manages behaviour well."

Many of our students choose to stay at Netherhall for seven years, progressing from Year 7 through to our highly successful Sixth Form Centre. The centre has an excellent reputation in the City of Cambridge and beyond and many students join us from other schools for their post-16 studies. We have an impressive track record in placing students in Higher Education, including Oxbridge and in employment.

In 2016 the A levels qualifications gained by students were impressive with 43% of grades at A* - B; 80% A* - C and 100% A* - E.

Our staff

We recognise and value the skills, knowledge and expertise of all our staff and are committed to supporting their professional development. To this end, we have a vibrant and varied Continual Professional Development programme, which is personalised each year to support both our main school priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues as well as drawing on external expertise. Cross collaboration between other local schools and schools in the Trust is also encouraged so that best practice is formulated.

Our staff-room is a vibrant, sociable and supportive atmosphere. We enjoy school events such as concerts or staff socials and there is very little 'standing on ceremony'.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.



Leadership Team

Mr Chris Tooley	Principal
Mr Richard Wilson	Deputy Principal
Mr Daniel Berry	Deputy Principal
Mr Steve Lewis	Assistant Principal
Mrs Nikky Parker	Assistant Principal
Mr Dan Carlson	Raising Standards Leader
Mr Tom Hunter	Raising Standards Leader
Mr Karim Marsaoui	Director of Sixth Form
Mrs Sue Griggs	Pastoral Manager
Miss Helen Perfect	Director of Learning

Cross Site Roles

One of the benefits of being a member of a larger Trust is that certain staff with particular skills can be utilised by all the schools within the Trust. The Trust has and is developing a structure, which ensures that all schools within the Trust are fully supported in key areas:

Mrs Rebecca Walsh – Chief Operations Officer

Mr Richard Mayer – ICT Director

Mrs Claudine Bateman – Head of Operations

Ms Kathryn Oliver – Director of HR

Partnership with Parents

We are a warm and welcoming community which places a high importance on working with families and getting to know each of our students as individuals. We engage with parents through a variety of mediums; parental internet, regular newsletters, Parents' Evenings, written progress reports as well as individual responses to queries. We are keen to engage parents from all backgrounds and to adopt strategies which will enable us to communicate better with all parents regarding their child's progress and development.

Equal Opportunities

Netherhall School is an Equal Opportunities employer.

The Art Department

The Art department is comprised of four purpose built studios, a dark room, Photographic studio, material stores, and workrooms. All studios are equipped as a multimedia room. Our curriculum is structured to embrace the specialisms of the art staff, which is broad and diverse, giving every art student the opportunity and facilities to succeed. Through art we offer drawing, painting, mixed media, illustration, graphics, sculpture, ICT, photography, textiles, ceramics and printmaking.

Art is a popular option at both KS4 and KS5, achieving strong examination results. We are proactive in celebrating success and providing opportunities for students not only at our GCSE and A Level art exhibitions but also through a programme of creative events through the art forum with visiting artists and workshops and cross curricular projects.

The school benefits from our specialised Art team and much of our success relies on the commitment and hard work of staff. We are proactive with new initiatives but supportive of each other and recognise the importance of sharing good practice.

We aim to support learning by offering students a programme of enrichment opportunities and experiences beyond the classroom. For example artists' workshops, life drawing classes, art clubs and specified studio time. We also run trips to national galleries/exhibitions.

From September we will become an ARTs faculty with Drama and Music, this is to be the start of an exciting celebrations of all the ARTs at Netherhall.

JOB DESCRIPTION

POST TITLE:	Art Technician
RESPONSIBLE TO:	Subject Leader for Arts
Grade	SCALE 3
Hours	15 per week during term time only (38 weeks)

PURPOSE OF THE JOB:

To ensure the provision of timely and effective support to all teaching staff in the Department in discharging their curricular responsibilities to pupils throughout the school, including examination candidates for GCSE and 'A' Level.

PRINCIPAL RESPONSIBILITIES:

1. Provide timely and effective preparation of materials for lessons, through regular liaison with teaching staff.
2. Preparation of all practical lessons throughout the school including 'A' Levels and GCSE work.
3. Preparation of resources, including reprographics and organisation of visual aids.
4. Collate and organise the photographing of students work for assessment database. Maintain high standard of exhibitions and displays around the School and Art rooms.
5. Ensure the proper maintenance of all equipment for ceramics, printing, ICT and 2D and 3D areas.
6. Organise and monitor storage areas, including ensuring that the correct stock levels are maintained, purchasing small items and maintaining the petty cash account for the Department.
7. Ensure that the requisite Health and Safety Regulations and Codes of Practice are complied with for the safety of staff and pupils.

ADDENDUM

1. Undertake any professional duties reasonably delegated by the Headteacher.
2. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification
Art Technician
Scale 3

Anglian Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Education	Essential/ Desirable
Educated to GCSE level with a good standard of literacy and numeracy	E
Relevant Qualification or equivalent experience in faculty area	E
School support staff qualification	D

Experience	Essential/ Desirable
Experience of working in a similar environment	D
Experience of working in a school or college context	D
Experience of using ICT for sourcing, ordering and budget management	E

Professional Qualities	Essential/ Desirable
A high level of organisational ability	E
Attention to detail	E
Ability to work well with other colleagues	E
Ability to meet deadlines	E
Ability to communicate effectively with all staff	E
Ability to learn quickly	E
Ability to plan work strategically in a methodical way	E
Ability to work independently	E
An interest in education	E
Ability to use ICT	E
Able to converse at ease with members of the public (i.e. staff and pupils), answer questions and provide advice in accurate spoken English	E

Personal Qualities	Essential/ Desirable
A commitment to safeguarding and promoting the welfare of children	E
Dedication and enthusiasm	E
Good sense of humour	E
Excellent attendance and punctuality	E
A liking and respect for young people	E
Appropriate professional relationship with colleagues and children	E

June 2018



Bottisham Village College
Lode Rd, Cambridge
CB25 9DL, United Kingdom
01223 811250
office@anglianlearning.org
www.anglianlearning.org

Privacy Notices – Job Applicants

Who we are

For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:

Bottisham Village College
Lode Road
Bottisham
Cambridge
CB25 9DL

The role of the Data Protection Officer for the Trust is being undertaken by The ICT Service. Our Data Officer at The ICT Service is Paul Stratford who can be contacted on 01480 373229 or paul.stratford@theictservice.org.

In this policy 'we' and 'us' means the Academy Trust.

How we use your information

We process personal data relating to those applying to work within our Trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that

require them

We only collect and use personal information about you when the law allows us to. Most commonly we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make it clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

How we store you this data

Personal data we collect as part of the job applications is stored in line with our data protection policy and Document Retention Policy. When it is no longer required, we will delete in accordance with these policies. These policies are available on the Anglian Learning website: <http://anglianlearning.org/>

Data Sharing

We will not share information about you with third parties without your consent unless the law allows us to.

Where it is legally required, or necessary, we may share personal information about you with:

- Our HR and Payroll providers:
Education Personnel Management
St Johns House
Spitfire Close
Ermine Business Park
Huntingdon
Cambridgeshire
PE29 6EP
<https://www.epm.co.uk/contact/>
- Professional advisers and consultants
- Employment and Recruitment Agencies

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the recruitment process

- The disclosure is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e. to protect students from harm

Transferring data internationally

Where we transfer data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Director of HR, koliver@anglianlearning.org.

More information about your rights is available in our data protection policy on the Anglian Learning website.

<http://anglianlearning.org/>

A list of all third parties that we share or that process data on our behalf is also available on the Anglian Learning website.

<http://anglianlearning.org/>

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

