



Appointment to the post of Art and Notices Technician

Information for Applicants

May 2018





Libertas per Cultum, Freedom through Education

Welcome

Dear Applicant,

Thank you for taking the time to find out more about Phoenix Academy. This pack is intended to give you information about the role Art and Notices Technician, together with details of the Academy's vision and ethos and our aspirations.

A new position has emerged for a dynamic individual who thrives on the pace and excitement of London schools. You will share our passion for a rich Art curriculum and a school building that embodies the ethos of the school.

Future Academies, an ambitious family of five academies and teacher training centre; (SCITT) is one of the country's leading academy trusts. It was established with the intention of improving the life chances of children through an education that is built on the importance of domain-specific knowledge, teachers who are experts in their subject, and an unwavering focus on raising aspirations for all. At Phoenix we believe in the centrality of the curriculum to the school experience and are unapologetic in our focus on academic rigour. Our family of academies has built a reputation of achieving the highest standards for all our pupils. We are an inclusive community where all children are welcomed and challenged to be the very best they can be.

This role represents a unique opportunity to join an Academy at the beginning of its improvement journey and help grow Phoenix into a beacon for state education.

To apply, please download the application form, or visit our website and return the completed form to recruitment@phoenixacademy.org.uk or contact Gemma Hanmore on 020 8749 1141 for further information or to arrange a visit and informal conversation. Please do visit our website www.phoenixacademy.org.uk for more information about the Academy, and the Trust's site www.futureacademies.org to find out more about our ambitious educational family.

I look forward to receiving your application and welcoming you to our Academy.

Yours sincerely,

Oli Knight
Executive Headteacher

Art and Notices Technician – Job description

Job Title: Art and Notices Technician

Reports to: Head of Department - Art

Responsible for: Supporting the Art Department delivering an outstanding Art Education and supporting the school to be a well presented place of learning

Start date: June 2018

Salary: £17,766.99 TTO (Term Time Only)

Disclosure level: Enhanced

Roles included: Art Technician, Notices Technician

A. Job Purpose

- The Art and Notices Technician post exists primarily to service the needs of teaching staff and students in the Art department.
- To support the Academy's Art classes, by maintaining and managing the department's resources, and by the preparation of materials and media to be used in lessons and at other relevant time.
- To maintain and organise displays in the department.
- To understand the key messaging of the school and represent this throughout the schools walls, displays and noticeboards.

B. Job Description:

1. To liaise with the Head of Department to ensure that resources are cost effectively procured to meet the needs of the department.
2. To ensure that all procedures, equipment and resources used in the faculty conform to the relevant Health and Safety legislation.
3. To assist teachers by ensuring that equipment and resources are prepared and ready for use when required. This will also involve carrying out reprographics work on behalf of the department.
4. To prepare ceramics work for firing, and to load the kiln and empty it at the end of the firing process.
5. To prepare students' work for display by mounting it and producing explanatory labels and headers.
6. To assist teachers in the preparation and hanging of GCSE work in an annual exhibition.
7. To keep up to date inventory of all equipment and resources (including text books, exercise books and other stationery) in the Department.
8. To work with the Head of School and other relevant staff in the creation and maintenance of displays throughout the school.
9. To undertake other such duties as may be required by the Headteacher in line with the relevant pay and conditions guidelines.

C. Professional Development:

1. Take responsibility for your own professional development and demonstrate a commitment to continuous professional development by undertaking, and seeking out, opportunities to build your capabilities as an Art and Notices Technician.

2. Ensure you understand your professional responsibilities in relation to school policies and practices.
3. Engage, positively, with the Phoenix performance-management system.

D. NON-SUBJECT RESPONSIBILITIES

1. Demonstrate consistently high expectations of all pupils and a commitment to raising their achievement and social and emotional wellbeing. Promote the positive values, attitudes and behaviour expected from all pupils by treating them with respect and consideration.
2. Develop strong and positive relationships with pupils.
3. Implement all Academy policies, including the Academy's behaviour policy.
4. Contribute to the design and delivery of the Academy's enrichment curriculum in line with your timetable and the Phoenix enrichment policy.
5. Model the ethos and vision of the Academy at all times.
6. Communicate promptly and sensitively with parents, carers and other relevant bodies where necessary.
7. Help to develop effective subject links with partners and the community where appropriate to your role.
8. Establish and maintain effective working relationships with colleagues including teaching and support staff.
9. Be familiar with and comply with the Academy's Health and Safety policies
10. Be responsible for the health & safety of pupils when they are authorised to be on Academy premises and when engaged in authorised activities elsewhere
11. Any other duties as required by the Headteacher commensurate with the post.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Executive Headteacher/ Head of School.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to work in the UK. 	<ul style="list-style-type: none"> • Qualified to Degree Level • Further professional qualifications. • Experience of studying Art at GCSE/Alevel.
Experience	<ul style="list-style-type: none"> • Ability to work as part of a team to meet challenging goals. • Proven record of working in a school environment to support the work of the Art Department (or similar) • Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop. 	<ul style="list-style-type: none"> • Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage. • Successful experience of working particularly with high ability or SEN pupils.
Knowledge	<ul style="list-style-type: none"> • Knowledge & experience of Safeguarding & Child Protection issues. 	<ul style="list-style-type: none"> • Knowledge of the GCSE Art syllabus.
Skills	<ul style="list-style-type: none"> • Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents. • The ability to develop positive relationships with all young people. • Well-developed planning & organising skills including time management, prioritisation, delegation and administration. • Sound judgement and problem solving skills. • Excellent presentation and creative skills. Taking and Idea and creating an imaginative artistic display with this. 	<ul style="list-style-type: none"> • Competent user of ICT. • Able to lead whole class or group activities, from time to time, without constant supervision.
Motivation	<ul style="list-style-type: none"> • Willing to be fully engaged in the whole life of the school including extra-curricular activities. • Committed to team work and working collaboratively with colleagues. • A commitment to the safeguarding and welfare of all pupils. 	<ul style="list-style-type: none"> • Experience of leading successful enrichment and extracurricular activities, which inspire and motivate learners.
Attributes	<ul style="list-style-type: none"> • A clear passion for your Art and displays. • The ability to enthuse and inspire others. • Passion, resilience, maturity and optimism to lead through day-to-day 	<ul style="list-style-type: none"> • An entrepreneurial attitude. • A sense of humour!

	<p>challenges while maintaining a clear strategic vision and direction.</p> <ul style="list-style-type: none"> • Confidence and self-motivation to work well and be decisive under pressure. • A high level of honesty and integrity. • Personal stamina & energy including a good record of attendance and health. • A firm and constant belief in the unlimited potential of every pupil and a commitment to inclusive educational provision. 	
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- **This post is subject to an enhanced DBS disclosure.**
- **The post holder must be committed to safeguarding the welfare of children.**

Safer Recruitment at Future Academies

Future Academies is committed to safeguarding and promoting the welfare of children and young people. We undertake very thorough checks to ensure that we meet our obligations to protect the children attending our Academy's. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced DBS and barred list check. We also ensure staff in a teaching capacity are not subject to a prohibition order or an interim prohibition order. Teachers from the EEA are also subject to a check for any restrictions/sanctions. Those appointed to a management position will be subject to a 'Section 128 direction' to ensure they are not prohibited from taking part in the management of a school.

1. Candidates should be aware that all posts at Future Academies involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All members of staff will have access to the DfE Keeping Children Safe in Education guidance, September, 2016.
2. Longlisted candidates will be required to complete a Disclosure of Criminal Record form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Independent Safeguarding Authority.

Invitation to Interview – please bring with you:

- Disclosure of Criminal Record, or Disqualification Declaration form in a sealed envelope. This form will be sent to candidates invited to interview.
- Documentary evidence of identity that will satisfy DBS requirements such as a current UK Photo card driving license and/or a current passport and/or a full birth certificate
- Documentary proof of address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Original certificates confirming any educational or professional qualifications that are necessary or relevant for the post
- Evidence that you have the right to work in the UK

Please note that originals of the above are necessary. Photocopies are not sufficient.

Candidates will be asked to account for any gaps in their employment history and to address any discrepancies or anomalies in their application form. We will require information in accordance with statutory guidance for anyone who has worked or been resident overseas in the previous five years.

We will seek references on longlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Phoenix Academy – The area

There area has fantastic transport links. It has five underground stations which together link Shepherds Bush to the Central, Hammersmith & City and London Overground lines. The closest stations to the academy is White City, Shepherds Bush and Wood Lane which are within easy walking distance.

Journey times are:

- Liverpool Street: 26 minutes
- Canary Wharf: 41 minutes
- Waterloo: 28 minutes
- Bank: 23 minutes

There is ample free parking on-site.