

 Job Pack

Art Technician

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[www.thecityacademy.org](http://www.thecityacademy.org/)

Principal Mark Malcolm

 Dear Applicant,

Thank you for expressing an interest in the post of Art Technician at The City Academy, Hackney. We are achieving exceptional results to match our status as an outstanding school. 77% of our students achieved five A\*-C (9 – 4) grades with English and mathematics, and 58% achieved the English Baccalaureate. This has been achieved in an academy with levels of attainment below the national average on entry, and over 60% are entitled to pupil premium. We have also just received our second set of A Level results, with 79% of exams awarded A\* - C grades, and all students securing either a university place or high quality apprenticeship.

This is an exceptional school with high expectations, tight discipline and an exciting curriculum. It is a place where teachers gain experience in a high achieving environment which enables them to quickly develop their practice and progress in their career. I can promise you that this will be one of the most rewarding places to work and that aside from the intrinsic challenges and rewards this post offers, there are many other benefits for staff who work for us. We are committed to creating a professional and supportive workplace for our staff.

We want you to look forward to each day at the academy. We expect hard work, skill and dedication to our ethos, and in return we will provide an excellent working environment, competitive rates of pay and an excellent benefits package. We will also provide outstanding experiences and training opportunities, and simply having worked in our school at some time in your career will enhance your curriculum vitae.

If you feel that you can make a positive contribution to our academy, please apply online via our website, [www.thecityacademy.org](http://www.thecityacademy.org/). I look forward to reading your application.

Should you have any queries, please do not hesitate to contact me. Yours faithfully,



**Mark Malcolm**

**Principal**

**Please note applications must be received by Tuesday 12 December 2017 at 9am.**



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| **Job description** |
|  |
| **Post:** | Creative FacultyArt Technician |
| **Grade** | Local Government Pay Scale |
| **Hours:** | Term-Time + 5 Days |
| **Responsible to:** | Subject Leader Art |
| **Responsible for:** | Faculty Support (Art) |

**Job summary**

* To ensure a safe and effective technical service is provided for the use of students and staff.
* To provide technical advice and assistance in the classroom to support students and assist teaching staff with learning activities.
* To work in the Creative Arts faculty to support work being done both as part of the normal curriculum and the activities generated by the academy’s Creative Arts departments.

# Principal Accountabilities

# The duties outlined in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title

**Duties**

* To prepare classroom exemplar materials and resources and set up equipment for use in lessons.
* To ensure the retrieval and clearing away of materials in line with procedures.
* To ensure the general maintenance and cleaning of equipment and basic maintenance of general facilities.
* To report any equipment faults to the Line Manager and ensure appropriate action is taken.
* To participate in the organisation and storage of equipment and materials as directed by the Line Manager.
* To create catalogue systems i.e. for images and books.
* To assist with Art classroom and whole school display work as required.
* To assist with the preparation of rooms, data and materials for art examinations and exhibitions.
* To organise materials and resources.
* To assist in the safe storage and disposal of all equipment and consumable stock in line with the Health and Safety procedure.
* In line with exam board requirements, to assist with the safe storage of students art work.
* To ensure stock levels of consumables and equipment are maintained in consultation with the Line Manager.
* To keep departmental ICT equipment and cameras in good order and assist with their maintenance.
* To maintain and organise the firing of ceramic work using a kiln.
* To prepare or recycle clay, glazes and tools.
* To use specialist skills to aid the teaching of Art during some practical lessons.
* To advise and assist students who are working independently (usually KS4 and 5).
* Where possible, to attend Art and Creative Arts faculty meetings
* Where appropriate, to take part in trips.
* To prepare materials and classrooms for visiting workshops and artists.
* By agreement, to supervise the Art Department additional studies.
* To provide practical advice to students as appropriate.
* To provide specialist advice suggesting alternative ways of working and to generally contribute to the advancement of education within the Art Department.
* To assist in the maintenance of satisfactory safety and security standards within the Art Department.

**General**

* Liaise with Creative Arts subject leaders.
* Liaise with external agencies such as suppliers and manufacturers regarding the provision, installation and repair of equipment, etc.
* Use ICT.
* Where applicable undertake administrative tasks associated with the post, including stock recording, ordering, etc.
* Research and maintain up-to-date knowledge in the field.

#### Key Organisational Objectives

The postholder will contribute to the academy’s objectives in service delivery by:

* Following Health and Safety requirements and initiatives as directed.
* Ensuring compliance with Data Protection legislation.
* The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
* At all times operating within the school’s Equalities policies.
* Commitment and contribution to improving standards for pupils as appropriate.
* Adopting Customer Care and Quality initiatives.
* Contributing to the maintenance of a caring and stimulating environment.
* Fulfilling the role of Student Personal Adviser and/or mentor if required.
* At all times the postholder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.

## Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the academy’s Equal Opportunities Policies.

Date of issue: ………………………………

Signature of postholder: ………………………………

Signature of Principal: ………………………………

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| **Person specification** |
|  |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | **✓** |
| **Knowledge and experience** |  |  |
| Experience of using Microsoft Office, Outlook email and calendars | **✓** |  |
| Experience of using email/internet |  | **✓** |
| Experience of using Facility Admin, E-portal or similar database | **✓** |  |
| Knowledge of health and safety issues | **✓** |  |
| Experience of working with the general public |  | **✓** |
| Experience of setting up and running a range of administrative systems  | **✓** |  |
| Knowledge of subject area | **✓** |  |
| Evidence of working unsupervised | **✓** |  |
| Working in an education setting | **✓** |  |
| Experience of working in Creative Studies | **✓** |  |
| Experience of working with technical sound and lighting equipment | **✓** |  |
| **Personal skills** |  |  |
| Well organised | **✓** |  |
| Well presented | **✓** |  |
| Excellent communication skills, written and oral | **✓** |  |
| Ability to work under pressure while maintaining a positive, professional attitude | **✓** |  |
| Ability to ensure deadlines are met | **✓** |  |
| Ability to work as part of a team | **✓** |  |
| Ability to organise and prioritise your workload | **✓** |  |
| Excellent attention to detail in communication and planning | **✓** |  |
| **Interpersonal skills** |  |  |
| Have excellent interpersonal skills and be able to communicate effectively | **✓** |  |
| Ability to develop good relationships with staff and students and the wider community | **✓** |  |
| **IT skills** |  |  |
| Fast and accurate word processing and keyboard skills | **✓** |  |
| Able to update and maintain website and social media content |  | **✓** |



**The City Academy, Hackney**

**Creative Faculty Art Technician**

**Term time + 5 days**

**Salary: Scale 3-4 Point 16-20 £20,814 – 22,905 pro rata**

**(Actual salary £18,501 - £20,360 per annum)**

**If you want to be the best, then you should probably join us**

Students in our academy made more progress than in any other school in Hackney and made the best progress of any co-educational school in the country in 2014. In 2015 and 2016 students made exceptional progress with a Progress 8 score above 1.00, one of only seven schools in the country to achieve this. That is great news for our students, the academy and our community, but there is so much more that we know can be achieved and you can help.

We have a relentless ambition to deliver continuing success to the young people we serve. Our approach is based on very simple principles: clear systems and extremely high expectations. We focus on the development of our students, their values and ultimately their academic success. We maximise the impact of teaching by providing clear leadership, minimising bureaucracy and effective support that have tangible results on the quality of teaching and outcomes for our students.

**The Role**

We are looking for a highly motivated, exceptional individual to take on the role of Creative Faculty Art Technician. You will be working with excellent staff in this exciting and challenging post. Duties will include:

* Ensuring a safe and effective technical service is provided for the use of students and staff.
* Providing technical advice and assistance in the class room to support students and assist teaching staff with learning activities.
* Work in the Arts faculty to support work being done both as part of the normal curriculum and the activities generated by the academy’s Creative Faculty departments.

The ideal candidate will be extremely well organised, resourceful, adaptable, flexible and innovative in demanding and difficult situations. Excellent oral and written communication skills and the ability to interact easily and comfortably in any environment are essential to the post.

In addition, the Creative Arts Technician will be expected to fulfil the role of Student Personal Adviser and/or mentor if required, and to contribute to the maintenance of a caring and stimulating environment for young people.

This is a fantastic opportunity for you to shape the lives of young people in Hackney. If you think you can help transform the opportunities for the community we serve then we would like to hear from you.

The City Academy, Hackney is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

For details about the role and how to apply please visit [www.thecityacademy.org](http://www.thecityacademy.org).

**The closing date for applications is Tuesday 12 December 2017 at 9am.**