

TECHNOLOGY, ART & MEDIA TECHNICIAN

CANDIDATE INFORMATION PACK

Learning to value, learning to give, learning to achieve, growing in the peace of Christ

**HEADTEACHER’S INTRODUCTION**



***Thank you for taking an interest in working in our school. This information pack is intended to be an informative and a useful introduction to St. Benet Biscop Catholic Academy.***

St. Benet Biscop Catholic Academy is a highly successful, over subscribed school with an enviable reputation within the community. Our success is due to the dedication and commitment of our staff, the support of our parents, and not least the calibre of our wonderful students.

Whilst all schools are measured and compared in countless ways, as a Catholic school we are here to develop our pupils into spiritually whole young people equipped to make a positive contribution to the community and society. This is the primary reason for our existence and is something that St Benet Biscop is renowned and respected for.

Looking ahead to this year, we will again be building upon the success of our new programme of professional development and will continue to place this at the very heart of our school improvement strategy. Our key priorities will be to continue to further develop our Catholic ethos, narrow gaps for disadvantaged pupils, raise standards and expectations across the Academy.

We are all aware of the challenges schools are facing nationally and we are no exception. However, with our wonderful students and a committed staff we have everything to look forward to.

Please read the information in this pack carefully and visit our website for further details about our school.

**Con Todd**

Headteacher

**ST BENET BISCOP CATHOLIC ACADEMY AS A CATHOLIC SCHOOL**

When Pope Benedict visited our country four years ago he spoke to the staff and students of Catholic schools from all over the UK and said:

“***In your Catholic schools, there is always a bigger picture over and above the individual subjects you study, the different skills you learn. All the work you do is placed in the context of growing in friendship with God, and all that flows from that friendship. So you learn not just to be good students, but good citizens, good people.***”

At St Benet Biscop we try to be faithful to this vision, and our Catholic values underpin everything we do. Our dedicated staff strive to provide not only an outstanding education, but opportunities to explore faith and to grow in the context of this “bigger picture”.

Our hope is that when students leave St Benet Biscop Catholic High School they carry with them a strong academic, moral and spiritual education. They enter the world as developed learners, having taken full advantage of all opportunities provided for them to grow into the people God desires them to be.

Our students engage in Religious Education lessons, morning prayer and reflection each day, and regular assemblies, as well as being offered the opportunity to go on a retreat with the Youth Ministry Team and to attend other events outside of school. Our school chaplain, and those involved in chaplaincy, aim to infuse daily life with our Catholic values and beliefs, and to offer our students every opportunity to develop spiritually, ask the ‘big questions’, and become the best that they can be.

**The Mission Statement**

The Mission Statement is what we hold before us to inform our purpose and guide us as we offer education to the young people entrusted to our care.

To seek wholeness

Through faith,

Quest and learning

To become what

God intends us to be

We believe that through **faith** we come to a personal relationship with God and his son Jesus. By expressing our faith in our daily lives we grow deeper into that relationship and are drawn closer to God the Father, the source of all things

We believe that **quest** is an essential part of the human condition. Throughout our lives we are participants on a journey of discovery for the meaning and purpose of our lives. It is a quest rather than a search since we seek that which is of greatest value – God.

We believe **learning** is at the heart of our purpose. God has given us our intellect to use to reflect on and marvel at his Creation. To explore and grow to understand will bring us to the fullness of what it means to be human.

**ABOUT OUR ACADEMY**

 *St Benet Biscop Catholic Academy is an 11-18 High School Catholic convertor academy. There are 1130 including 180 in the Sixth Form.*

St Benet Biscop Catholic Academy has been modified and extended since the initial building was opened in the 1950’s. Over the years the school has been continually maintained and improved to a high standard; this has enabled the school to retain its essential character, whilst adapting to the changing demands of education. Following the recent build of St Peter’s block and the St Wilfrid’s block, the Academy now has an additional provision which includes the state of the art food technology room, five large classrooms, an ITC suite and a Learning Inclusion Centre. In 2015 the school made a successful bid to the Priorities School Building Program and continue to apply for further bids to continue to refurbish and improve the school site.

On 1 March 2015 St Benet Biscop and our partnership schools, Ss Peter and Paul’s, Cramlington formed the Pax Christi Catholic Partnership; all three schools are now academies. Our Trust continues to have very strong links with the Roman Catholic Partnership of First, Primary and Middle schools in Northumberland.

**JOB DESCRIPTION**

**POST:**

Technology, Art & Media Technician

**PURPOSE:**

* Promoting the Academy ethos, in which the highest achievements are expected from all members of the Academy community.
* Following Health and Safety requirements and initiatives as directed
* Ensuring compliance with Data Protection legislation
* At all times operating within the Academy Equalities policies.
* Commitment and contribution to improving standards for pupils as appropriate
* Contributing to the maintenance of a caring and stimulating environment
* At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos of the Academy

**Key Tasks**

* Create and maintain a clean, orderly and productive working environment
* To prepare materials and solutions as requested
* To retrieve and clear away resources and equipment
* To tidy and clean specific preparation areas
* To administer routine tests of equipment
* To carry out routine maintenance and simple repairs to equipment
* To provide a full range of technical support in one or more areas
* To assist in maintaining records of stock and costing and ordering major project materials for Year 11, Year 12 and Y 13 students
* Responsible for safe storage, handling and disposal of equipment including chemicals
* To assist in practical lessons, where required
* Administration tasks, including photocopying, filing, laminating, resource creation, transferring and manipulating of IT based projects e.g. Google Slides (training provided if needed)
* To produce and create department specific educational displays
* Maintain a record and booking system for equipment and apparatus
* Video editing within the Media Department
* Set up and oversee production of computer aided manufacturing ( training provided if needed)

**SALARY/GRADE:**

**Scale:** 3 **Points**: 14 to 17 (pro rata)

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**St Benet Biscop Person Specification for a Main Scale Classroom Teacher**

The Directors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

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| **Attributes** | **Essential** | **Desirable** | **Assessment Methods** |
| **Knowledge/****Qualifications** | * Minimum standard of GCSE (grade A\*-C) or equivalent including English, Maths and Science
* Good numeracy and literacy skills
 | NVQ Level 2 qualification in relevant disciplineFirst Aid at Work, First Aid – paediatric | a, r,  |
| **Specialist knowledge and skills** | * Able to follow direction and work in collaboration with line manager and team members
* Able to work flexibly to meet deadlines and respond to unplanned situations.
* Experience of operating wood and metalwork machinery and work with workshop equipment in wood, plastics and metals
 | Certificate of operation of Circular sawWorking in a school setting  | a, i, t |
| **Skills/Competencies** | * Ability to use IT effectively
* Ability to relate to children and adults
* Ability to work independently and as a member of a team
* Have a positive approach and outlook
 | Knowledge and awareness of relevant policies/codes of practice Experience of CAD/CAM | a, i, r, t |
| **Physical, mental and emotional demands** | * Time Management / Ability to work to deadlines
* Ability to work under pressure and some element of noise (children / workshop)
* Able to lift equipment of a moderate weight
 |  | i, r |
| **Other** | Willingness to participate in training and development |  | i |

Key to assessment methods;

(a) Application Form

(i) Interview

(l) Lesson Observation

(r) References

(s) Supporting Statement

**Application**

**Please return a completed application form including the names, addresses and relevant contact details of two referees together with your letter of application.**

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification.

Completed applications must be received by **noon on Friday, 22 September 2017** addressed to:

Mr C Todd

Headteacher

St Benet Biscop Catholic Academy

Ridge Terrace

Bedlington

Northumberland

NE22 6ED

or by email to the Headteacher’s PA, Mrs J Marriott-Lodge at: marriott-lodgej@st-pax-christi.co.uk

Interviews are scheduled to be held on Thursday, 6 July 2017. If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

**OUR SAFEGUARDING COMMITMENT:**

St Benet Biscop Catholic Academy:

* Is committed to the protection and safety of its students. Appointment will be subject to an enhanced DBS check, satisfactory medical report and satisfactory references;
* is an equal opportunity employer;
* operates a strict no smoking policy.



**w** www.stbedes.durham.sch.uk

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