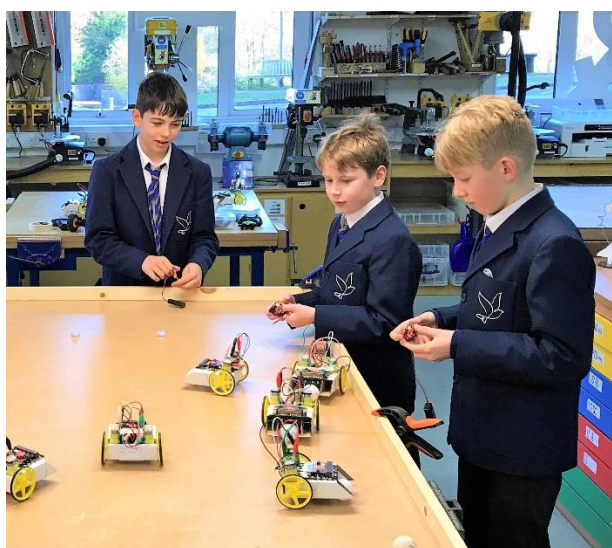




Duke of Kent School Application Pack

ART AND DESIGN TECHNOLOGY TECHNICIAN (PART-TIME)

**24 hours over 3 days a week, with actual days and hours worked to be mutually agreed.
Permanent, to commence September 2024**



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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.



I. **Advertisement: Art and Design Technology (DT) Technician**

Duke of Kent School is a co-educational day school with 340 pupils from Nursery to Year 11. The School is organised into three sections: Pre-Prep (Nursery to Year 2); Prep (Year 3 to Year 6) and Senior (Year 7 to Year 11).

We are looking for an Art and DT Technician to join our innovative, forward-looking Art and Design Technology Department from September 2024. This is a part-time role, 24 hours over 3 days a week, with exact days and hours to be mutually agreed and dependent upon timetabling.

The successful candidate will be an integral member of the Art and DT 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 DT Workshop as required and experience of working in both these environments or similar will be an advantage.

Salary competitive and dependent on experience.

Conditions

- Working in a small, friendly School in a stunning rural location,
- All staff are entitled to a 30% fee remission for children who join the School, pro-rata for part-time staff
- Use of the School facilities: tennis courts, fitness suite & swimming pool when not in use by pupils
- Breakfast, lunch & tea, as well as refreshments, provided during term-time
- Extremely supportive staff Common Room

How to Apply

Application is by School Application Form only. Forms can be downloaded from the School website under vacancies. www.dukeofkentschool.org.uk/private-prep-surrey-england/job-vacancies

We cannot accept CVs unless accompanied by a completed Application Form. Further information about the school is available on our website. www.dukeofkentschool.org.uk

Applications will be reviewed on receipt.

The contact for this recruitment campaign is Cat Branagan, HR & Operations Assistant, 01483 277313 or cbranagan@dokschoo.org



2. School Information

Duke of Kent School strives for excellence, expects and celebrates effort, nurtures well-being and presents challenge. Our size allows each pupil to be known and cared for as an individual.

The School has undergone considerable change in the past 13 years, transforming itself from a Prep to a through school, and growing quickly to its current roll of 340 pupils. Key entry points are Nursery, Year 3 and Year 7. Pupils leave at the end of Year 11 to a wide range of local colleges and sixth forms in the independent and maintained sectors.

Our teaching team is made up of experienced, well qualified and highly motivated teachers who have chosen to join our small community where they have a big impact. A dedicated and comprehensive operations staff team supports the teaching team. Across both support and teaching areas, the School currently employs approximately 100 staff (both full-time and part-time). We are also complimented by a team of committed local Governors with broad expertise.

We have a growth mindset, operating on the principle that all learners can, when properly challenged and supported, achieve extraordinary progress. Our focus is on achieving personal best in every aspect of development. We expect, and celebrate effort.

Duke of Kent School works in partnership with parents to support and promote all aspects of pupils' development. We prepare our pupils to play a positive role in their adult lives, as independent learners and thinkers, and to be responsible members of the local and global community.

We expect all members of the community to exercise tolerance, kindness, respect and empathy. We value diversity and pursue equal opportunities for all.

The greatest gift we give each child is a passion for learning and a real curiosity about the world around them. Here at Duke of Kent School near Guildford in Surrey, we all care deeply about educating the whole child. We are proud of the incredible teaching staff who recognise the individuality and strengths of each of our pupils and challenge them to be the best they can be, whilst allowing them the freedom to be exactly who they want to be.

As well as the best possible academic learning environment, the breadth of the music, drama, creative arts and sports opportunities set us apart. Our after school activities programme is also designed to give the students opportunities to develop new passions and talents.

We are a thriving co-ed independent school and our pupils leave our care as happy, independent, rounded, grounded individuals with many joyful memories, and a desire to go out into the world and make a difference.

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.

The Art and DT Department

The Duke of Kent School 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 differences 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; an Art Studio and a DT Workshop. These areas house a wide variety of equipment including a printing press, photographic studio, ceramics kiln, laser cutter, 3D printer as well as a digital suite. This allows students to explore a wide variety of media, materials, techniques and processes. In Years 3-9 students receive an hour of Art and DT 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 DT 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 (Textiles or Timbers).

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.

We aim to extend and develop a passion and interest in Art and Design Technology, 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.

3. Job Description

Role Title:	Art and Design Technology Technician
Job Purpose	To support the successful running of the Art and DT Department. The line manager for this position is Mr Mike Watson, Director of Art and DT.
Main Duties and Responsibilities: <ul style="list-style-type: none">• Carry out regular Health and Safety checks on all equipment and machinery and report faults or concerns directly to the Head of Department• Maintain machinery, equipment and The DT Workshop environment in accordance with Health and Safety requirements.• Monitor stock levels and order resources and materials where necessary• Liaise with outside agencies, contractors and suppliers• General restocking of DT rooms with correct paper, equipment, etc.• Assist in maintaining a clean, safe working environment for staff and students• Assist in the preparation of resources to aid teacher delivery	

- Supporting staff and students in DT lessons where required
- Support staff with lunchtime clubs as required
- Data input and recording
- Support department teaching staff in the supervision of pupils on school trips

Whole School:

- Responsible for the Art and DT displays around school and ensure they are regularly updated
- Support the Head's PA with the decoration of Old Hall and Dining Room for significant events

Professional Practice:

- be aware of and have a proper and professional regard for the School's policies and procedures, including the Staff Code of Conduct
- provide reasonable cover in the event of colleague absence
- participate in the annual appraisal process
- attend and support School events and functions, involving evening and occasional weekend attendance, including INSET days, Open Mornings and Parents' Day
- model at all times the high standards of behaviour, courtesy and respect required from our pupils
- make a positive contribution to the life of the community, working to maintain the kind, caring and supportive ethos of the School
- promote diversity, equality and inclusion of all members of the community
- undertake any other reasonable duties as requested by the Head

Person Specification:

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 Design and Technology Association Health and Safety Training - SCHS and SMHS (or similar)	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"> • An understanding of key processes, techniques and working practices relevant to Art and Design Technology • Computer literacy in Google Suite, Microsoft Office and 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 maintain and service workshop equipment • Ability to research and learn how to use new tools, processes, media, technology and techniques • Commitment to supporting pupils to achieve individual 'personal bests' • Ability to work to deadlines • Effective communicator with pupils, parents and Colleagues • 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>	<p>Application Form, Interview, References.</p>
Personal Qualities	<ul style="list-style-type: none"> • Capacity for initiative • Collaborative approach • Flexible, resilient, empathic and imaginative • Highly organised • Open to new ideas or approaches • A personal interest in the world of Art and Design Technology • Able to communicate with colleagues, parents and fellow professionals 		<p>Application Form, Interview, References</p>

Safeguarding and Personal & Professional Conduct

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In addition to a thorough understanding of safeguarding procedures, staff are expected to demonstrate consistently high standards of personal and professional conduct.

This role description identifies the key responsibilities attached to the post described, and is subject to amendment from time to time within the terms of conditions of employment, as the needs of the School may require, after consultation.

This role description stands in addition to the standard expectations of Duke of Kent School staff and to any contractual arrangements.