



Richard Lander School

Truro



Application Pack

Creative Arts Technician

18.5 hours per week (Term time plus inset)

Cornwall Council Grade 2 Step 1 (£22,557FTE) subject to pay and grading review
Cornwall Council are reviewing how we pay and reward our staff and reward items are subject to change from
October. We will continue to keep you informed on any impacts that may apply to you as this progresses

Permanent, following the completion of a 6-month probationary period
Start Date: September 2023



June 2023

Dear Candidate,

Re – Creative Arts Technician – 18.5 hours per week (Term time plus inset) (Job Share)

Please find enclosed an application form and details for the above post at this school.

The Role:

To organise the provision of practical support for the relevant curriculum area for staff and pupils at all key stages in the school. To assist the respective head/s of department in securing an environment in which pupils can safely pursue practical work, and effectively learn the more complex aspects of the subject area.

The Creative Arts Department technician's role is a wide and varied one. The department is very busy and successful faculty and the technician supports Art, Music, Drama and Photography at both KS3 and GCSE level. There are a wide range of opportunities on offer to the students throughout the year, including practical workshops, a wide range of extra-curricular activities, trips to art galleries and theatres and participation in a variety of community events. The department puts on a large scale school production each year too involving over 150 students and this is one of the highlights of school's calendar.

If you would like to discuss the post further or arrange a visit to the school please contact Mrs Harrison, Personnel Officer, on email vharrison@richardlander.cornwall.sch.uk.

Our school is welcoming and supportive, with a strong value placed on 'being the best you can be' and staff and students on a mission to achieve great outcomes for all our students.

This is a job share position and the hours are organised 2 days one week, 3 days the next. Averaging across the fortnight at 18.5 hours per week.

Please see our job description and person specification for more details of this exciting post.

The School:

At Richard Lander School everybody works hard and is committed to providing the best opportunities for the children in our school. We were inspected by OFSTED in 2017 and were graded as a Good school.

We hope after reading our details and person specification that you will want to join our team.

Completed forms should be submitted to vharrison@richardlander.cornwall.sch.uk by midday on Tuesday 4th July 2023.

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,

Mr Steve Mulcahy
Headteacher



Background for Prospective Candidates

Come and work for a great school in a great location.

Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St. Agnes and Porthtowan as well as communities closer at hand.

The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1495 students on roll. Mr Steve Mulcahy, has been our Headteacher since 2008. We were inspected by OFSTED in 2017 and were graded as a Good school.

We have an ARB for up to 15 students on site which is very much part of our school.

Our Ethos

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange to visit the school by calling the school on 01872 273750 and asking for Mrs Harrison. Closing date for applications is **midday on Tuesday 4th July 2023**.

Please send your completed forms to the school for the attention of Victoria Harrison, Personnel Officer, vharrison@richardlander.cornwall.sch.uk. If the on-line application through TES is used, candidates need to download a Safeguarding Self-Declaration form from the vacancies page on the school website and e-mail it separately to Victoria Harrison. Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

The Interview Process

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- In line with Keeping Children Safe in Education 2022, as part of the shortlisting process, the school may carry out an online search on shortlisted candidates
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

Prepared by

- Mr Steve Mulcahy, Headteacher
- Mrs Jenny Griffiths, Deputy Headteacher
- Mrs Victoria Harrison, Personnel Officer

Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.
We expect all our team members to share this commitment.



Richard Lander School

Creative Arts Technician

Closing Date:	Midday Tuesday 4 th July 2023
Job start:	September 2023
Interviews:	TBC
Salary:	Grade 2 Step 1 (£22,557FTE) subject to pay and grading review
Contract type:	18.5 hours (Term Time plus inset) (Job Share)
Contract term:	Permanent following the completion of a 6-month probationary period

Main purpose of the job

To organise the provision of practical support for the relevant curriculum area for staff and pupils at all key stages in the school. To assist the respective head/s of department in securing an environment in which pupils can safely pursue practical work, and effectively learn the more complex aspects of the subject area.

The Creative Arts Department technician's role is a wide and varied one. The department is very busy and successful faculty and the technician supports Art, Music, Drama and Photography at both KS3 and GCSE level. There are a wide range of opportunities on offer to the students throughout the year, including practical workshops, a wide range of extra-curricular activities, trips to art galleries and theatres and participation in a variety of community events. The department puts on a large scale school production each year too involving over 150 students and this is one of the highlights of school's calendar.

Main Duties and Responsibilities

1. To assist the senior technician/head of department in the co-ordination of the use of practical resources and facilities. To provide assistance and advice in the practical needs of the curriculum, including liaising with teaching staff and support staff outside the department.
2. To prepare materials, equipment, photocopying and teaching aids for classroom use, at the direction of the senior technician/head of department. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
3. To support teachers and students during practical work, to include setting up demonstrations and experiments, providing advice to pupils in the development of their tasks, including the safe operation and demonstration of equipment, and preparation for examinations.
4. To oversee the work of 1:1 and small groups of students engaged in practical tasks, as requested by the teacher, senior technician or head of department and under the supervision of the classroom teacher.
5. To assist with exhibitions, demonstrations and displays as requested. Including involvement with the school production across the departments to include set and prop building or technical assistance with lighting and sound
6. To assist with art, music and drama workshops and events.
7. To assist with the organisation and admin roles associated with trips and accompanying on those trips as required.
8. Communicating with parents, outside agencies and practitioners
9. To assist with setting up microphones and recording live sound into a DAW for the music department.



10. Assessing, monitoring and review of health and safety procedures, including undertaking and recording risk assessments, maintaining COSHH records, liaising with County Health and Safety departments and communicating health and safety procedures to all staff and students undertaking activities within the department.
11. To supervise students assigned to the department as part of their work experience programme, under the direction of the senior technician/head of department.
12. To contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
13. To prepare specialised tools / equipment / materials / resources within the department (as qualified). To take responsibility for maintaining the kiln and maintaining stocks of equipment.
14. To issue and receive back materials and equipment. To check for missing and damaged equipment against inventories and inform the relevant teacher.
15. To check and test equipment routinely to ensure its good, safe, working order and to undertake maintenance, repairs and servicing where needed and within the limits of the post holder's skills and training. To recommend any necessary repairs or arrange further maintenance for equipment on the approval of the senior technician/head of department.
16. To operate a system of stock control, ensuring sufficient replenishment of materials and resources within the approved limits and recommending any additional equipment/material requirements to the senior technician/head of department. To order stock and check deliveries of stock when received as directed.
17. To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times.
18. To attend department meetings as required.

General responsibilities

1. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).
2. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
3. To be responsible for your own continuing self-development, undertaking training as appropriate.
4. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: June 2023

Job Description Prepared by: Richard Lander School



PERSON SPECIFICATION

Job Title: Creative Arts Technician

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Good standard of practical knowledge, skills and experience of working within a technical support role within a specialist field.	Experience of working within a specialist technical support role within a school/college environment.	Application form. Interview
<u>Education & Training</u>	Level 3 qualification (NVQ, AVCE or 'A' Level) in the related subject plus a minimum Level 2 qualification (NVQ, GNVQ or GCSE grade C or above) in English and Maths.	Basic Health & Safety certificate	Application form.
<u>Special Knowledge & Skills</u>	Experience with materials & procedures subject to COSHH Regulations. Basic ICT and clerical skills. Good organisational and communication skills.	Awareness of current scientific developments in education.	Application Form/Interview
<u>Any Additional Factors</u>	Self-motivated. Enjoys working with children/young people. Flexible, hardworking and with an ability to prioritise the workload as it comes in. Ability to work on own initiative and as part of a team. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.	A knowledge of Photoshop, video editing, excel spreadsheets. Experience or knowledge of delivering art based activities/ workshops. Experience in recording live sound, instrument maintenance and practical musicianship Experience is using Chamsys/Magic Q lighting systems. Experience in rigging or plotting stage lights.	Interview.

Job Description and Person Specification Reviewed: June 2023



Special Conditions related to the post

The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
Receipt of two satisfactory employer references one of which must be from your current or most recent employer
Satisfactory verification of relevant qualifications
Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

How to apply:	Complete the relevant applications form, equal opportunities and self-declaration form. Please note that applications will not be accepted unless on the attached application form. CVs are not accepted. Expressions of interest should be sent via e-mail to Victoria Harrison, Personnel Officer, vharrison@richardlander.cornwall.sch.uk
Contact details:	Address: Mrs Victoria Harrison, Personnel Officer Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750
Closing date:	Midday on Tuesday 4th July 2023 Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.