



Stanborough School



GRAPHIC DESIGN & WHOLE SCHOOL DISPLAY TECHNICIAN

Information Pack for Candidates

October 2019

Welcome

Dear Candidate,

October 2019

Thank you for your interest in the role of Graphic Design & Whole School Display Technician. We are delighted that you see Stanborough as a school where you can make an impact. We know that Stanborough will provide an outstanding opportunity as you seek to make the next step in your career.

Stanborough is an oversubscribed, co-educational specialist Mathematics and Computing 11-18 Academy which has been asked to expand due to local demand for places.

It has been a privilege to lead Stanborough School since September 2018. My team share an educational philosophy which promotes the highest expectations and consistent pastoral care. Our core aim is to nurture enquiring minds and to inspire our youngsters to pursue their dreams, leaving our school ready to excel in a future which has limitless possibilities.

Our aim is simple, we want to be a truly outstanding school in every sense of the word and we want to be confident that our students get the best possible education that is ambitious, varied and stimulating. At the heart of everything we do is a desire to ensure that our students receive the highest standards of teaching and learning.

The successful candidate will be a committed educator with student-centred values, drive, ambition and a genuine love of learning. I would encourage you to visit the school and to meet with me for an informal discussion about this position. This can be arranged by emailing Sheila Delaney, HR Administrator, on sdelaney@stanborough.herts.sch.uk

Thank you for your interest in Stanborough. If you are passionate about education and really feel you can make a positive difference to students' lives then we look forward to receiving your application to join us at Stanborough.



Mrs M John
Headteacher



Stanborough School

Stanborough School is an 11-18 co-educational Academy that sits on the southern fringe of Welwyn Garden City. The school currently has 1096 Students. Due to parental demand for places at the school, from September 2019 we will be expanding to 8 form entry. This will require a substantial amount of new premises work to be completed.

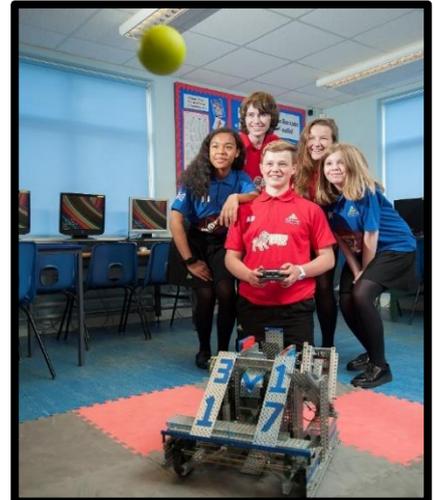
We pride ourselves in being a fully inclusive school that serves our local community and on being a school that does its best for each individual student so they can achieve their potential during their time at Stanborough.

Stanborough is proud of its community involvement. We work closely with the four other local Secondary Schools as part of the Welwyn-Hatfield 16-19 Consortium. We also take a leading role in hosting and developing a number of other key community developments such as the Handside Schools Partnership with a local special school and primary school.

The school boasts excellent facilities including our first-rate IT resources, a legacy of our Specialist Computing Status. With a dedicated Technology block, Sports Hall, Sixth Form Centre and recently refurbished outdoor sports pitches, the students enjoy some outstanding facilities. Our excellent resources in all curriculum areas also show our commitment to giving students a wide variety of curricular opportunities including technology, the performing arts and computing.

Our greatest asset at the school is our staff. We want the best educators for our students and through exceptional retention we have a stable staff with very low turn-over. A number of staff who started at the school as NQTs now find themselves in senior positions at the school.

With the appointment of a new Headteacher from September 2018, this is an exciting time to join the school and become part of an ambitious and hard-working team dedicated to moving the school forward. We are looking for teachers who will embody our four principles of High Expectations; Mutual Respect; Quality Learning and Success for All.



Welwyn Garden City

Welwyn Garden City is a town in Hertfordshire with a population of just under 50,000 people. Welwyn Garden City was the second Garden City to be built, founded in 1920 and it exemplifies the physical, cultural, social and planning ideals of the time it was built.

Location and Transport Links

Welwyn Garden City enjoys superb communication links. Stanborough School sits five minutes from the A1(M) and approximately 10 minutes from the M25. The M1 is only a 30 minute drive away. The train station in Welwyn Garden City is on the main East Coast Line linking Scotland to London and Kings Cross station is a 30 minutes train journey.

Luton Airport is less than 30 minutes away and both Heathrow and Stansted Airports are less than an hour's drive away. The town is also a central hub for local bus services which link it to the rest of Hertfordshire.

Facilities and Amenities

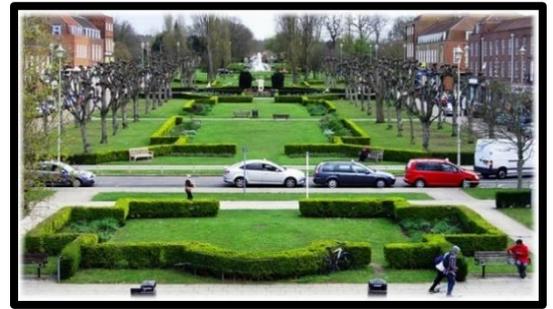
Stanborough School is a two minute walk from the Gosling Sports Park and is only a short car/bus journey to the University of Hertfordshire Sports Village in Hatfield. A range of shops, bars, restaurants and cafes can be found in the Town Centre as well as in the local Galleria shopping centre. St Albans, Hitchin and Hertford are all around 30 minutes away and all offer a range of retail and leisure experiences.

The town also has the QEII Hospital, a theatre, cinema and numerous other cultural and leisure facilities. Stanborough School lies at the southern edge of the town and the school grounds back onto the Stanborough Lakes Country Park.

Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in other parts of Hertfordshire as well as North London.

Help and advice can be given by the school if accommodation is required.



GRAPHIC DESIGN & WHOLE SCHOOL DISPLAY TECHNICIAN



JOB DESCRIPTION

Grade: H5

Responsible to: Deputy Headteacher

Job context and working arrangements:

You will operate a booking system for staff to access and plan display support. You will have a base in the Art, Design & Technology Faculty from which to work in preparing displays and a budget to purchase resources. You will also have a storeroom to store materials. Line management of display innovations will be through the Deputy Headteacher. You will also produce a range of promotional and display graphic designs that reflect the core principles of the school.

Purpose of the job:

The overall quality of display around the school, working with teachers and support staff in ensuring high quality display to enhance the learning environment of the school.

The production of quality graphic design outcomes to support the promotion and learning of students of the school.

Main Responsibilities:

- Production of quality graphic designs to promote the school in a variety of forums and create a professional and corporate image of the school.
- Prepare and provide displays around the school using students work and learning resources provided by teachers wherever possible.
- Prepare and mount display materials as requested by teachers or members of the Senior Leadership Team.
- Regularly update and refresh whole school display areas such as the entrance lobby.
- Support and liaise with staff to ensure that displays are maintained to a high standard.
- Assist with the management and innovation of new display areas and the refurbishment and replacement of display boards to further enhance display across the school.
- To regularly carry out display 'audits' and take action where necessary to maintain high quality displays across the school.
- To deliver training and support as necessary to staff to support high quality display across the school.
- Photography for school events and displays where possible.
- Prioritising and organising display jobs.
- To order and maintain a stock of materials
- To support outside projects or evening events that require a display input/element.

Knowledge, experience and training:

Training and support will be provided as necessary in line with the requirements of the post. Good transferable skills are important to this post in respect of:

- The ability to work with initiative and common sense.
- Good inter-personal skills.
- Good time management and prioritisation skills.
- Accuracy and checking of work for quality.
- Good creative and design skills.
- Good understanding of the Health and Safety implications of this post.

Additional Information:

All staff at Stanborough School have a comprehensive package of support, training and performance management, giving scope for personal and professional development. Support Staff meet regularly with the Headteacher to discuss whole-school issues and contribute to the overall development of the school.

It is a requirement of all staff that they sign the IT Acceptable User Policy and attend Safeguarding and Prevent training.

Whilst every effort has been made to explain responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

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PERSON SPECIFICATION

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant design/art qualification 	<ul style="list-style-type: none"> • Professional accreditation in areas relevant to the role
Professional Experience:	<ul style="list-style-type: none"> • Creative, design or arts based experience in a relevant setting 	<ul style="list-style-type: none"> • Experience of working in a school environment
Experience, knowledge and skills	<ul style="list-style-type: none"> • Ability to create stimulating displays and presentations • Creative skills • Competent IT skills 	<ul style="list-style-type: none"> • Knowledge of Microsoft packages • Knowledge of digital photography, storage and retrieval • Knowledge of Photo Shop, desk top publishing or similar • Knowledge of safeguarding requirements
Personal Qualities	<ul style="list-style-type: none"> • A patient and calm approach in times of pressure • Ability to organise time efficiently and appropriately • Co-operative, flexible and responsible • A sense of humour • Ability to communicate well with adults and young people and has a friendly disposition • Resilient and able to work under pressure • Excellent attention to detail and accuracy • Self-motivated and can work on own initiative • Reliable, well organised and committed to high standards • Punctual, with a smart, professional appearance 	

How to apply and the Selection Process

3rd to 17th October 2019

Application Window

Visits to the school for a tour and a meeting with the Headteacher before applying are encouraged.

17th October 2019

(10 a.m.)

Deadline for applications

Applications should be sent to
sdelaney@stanborough.herts.sch.uk

Week commencing

Monday 21st October 2019

Formal interview at the school

