

# CULCHETH HIGH SCHOOL

› THE BEST THAT WE CAN BE

## Media Resources Technician







## > Letter from the Headteacher

Thank you for expressing an interest in joining Culcheth High School. Within this pack, you will find information about the school, job vacancy and the application process.

From February 2019, we wish to appoint an enthusiastic, experienced and proactive Media Technician. The role is permanent, term time only and 32.5 hours per week Monday – Friday. Some flexibility regarding working hours is required.

The purpose of the job role is to provide technical and administrative support to the Media Department, to help to facilitate outstanding teaching and learning. The successful candidate will use their creative and technical expertise to provide in class support to both staff and students. A genuine desire to engage with young people and support their academic progress is essential. You must have a flexible approach with a willingness to undertake further training as required by changing curriculum demands.

You will need to have excellent interpersonal skills and an affinity for working with young people. You will be able to build effective relationships and act as a positive role model to our students. You will be patient and calm but also resilient and assertive in nature.

The successful candidate will be educated to A level or equivalent in a relevant subject area. You must be able to use Photoshop, GarageBand, iMovie, Final Cut Pro, In Design and Dreamweaver. You will have some experience of filming, lighting, sound, editing, framing and storyboarding.

Media Studies is a very popular option choice at Culcheth High School. Outcomes at Key Stage Four have sat consistently above the national average for many years. The department actively participates in extracurricular and curriculum enrichment programmes and there is a long tradition of residential visits to London and New York.

If you believe you can help us on our journey to becoming an outstanding school then I look forward to receiving your application. Thank you in advance for the interest you have shown.

Yours faithfully

C P Hunt (Mr)  
Headteacher





# Our School

As a high performing school, we offer a rich, broad and engaging education for all our young people.

## > Our School

As a high performing school, we offer a rich, broad and engaging education for all our young people. Culcheth High School is a successful mixed community school currently catering for around 1100 11-16 year olds. Our current examination performance places us consistently as one of Warrington's highest performing schools. Not only do students at Culcheth attain much higher success ratios than students nationally, they also make excellent progress from their starting points. The school's aim is to get the very best from each student; not only through superb teaching and learning but also by encouraging involvement in extra-curricular and community activities.

The school enjoys an enviable reputation within its locality. It is extremely popular and has been significantly oversubscribed in recent years with the school roll growing. It attracts students from more than 25 different primary schools within four different local education authorities. We are part of Warrington Local Authority which provides a supportive and professional advisory service.

Our most recent Ofsted report (May 2014) gave us a grade 2 rating ("good"). We are delighted that the improvements made in the school have been given public acknowledgement. The school was rated "good" in all major areas. Inspectors praised teaching and learning ("a good proportion of lessons are now outstanding"), personal development ("behaviour and attitudes to learning are good") and leadership and management. We were pleased with the report but not complacent. We want to improve further and our ultimate objective is to achieve Ofsted's highest award of 'Outstanding School'.

## > Our School's Purpose is ....

To inspire students to achieve and guide them to be confident, articulate and skilled citizens to enable them to thrive in a diverse British and global community.

## > Our Vision of Culcheth High School is ....

- A truly exceptional forward thinking school with high expectations for all learners through a relentless approach to breaking down barriers to learning and evidenced by high standards of achievement across all ages, regardless of background
- A learning centred school which strives to nurture and develop the talents of all of its students
- A vibrant, tolerant and aspirational school community characterised by high levels of staff and student happiness and mutual respect, underpinned by pride, ambition and a commitment to achievement and enrichment for all
- A school community where all staff are committed to the 'Always Learning' ethos through personalised professional development underpinned by a collaborative coaching culture which promotes and nurtures all staff to sustain excellence and develop further
- A school that truly works in the community, with the community and for the community
- A financially efficient school that can provide for itself, think for itself and utilise resources to maximise the best outcomes for all
- A school that provides a relevant, purposeful and inspiring curriculum for all students enabling them to be active citizens in a modern diverse British and global community.





# Our Staffing

We have a very capable and talented team of staff.

## > Our School's Values are ....

We want everyone to work in a caring school where everyone is valued and everyone values relationships. Our emotionally intelligent school community will celebrate individual differences and people will understand how their actions will impact upon, and be perceived by, those they affect;

We expect all members of our school community to be the best they can be and help others to be the best that they can be by valuing: **Respect, Honesty and Excellence.**

## > Our Staffing

We have a very capable and talented team of staff. The Senior Leadership Team consists of the Headteacher, 1 Deputy Headteacher, 5 Assistant Headteachers and the Finance and Business Manager. We have circa 70 teaching and 50 support staff.

The school is also supported by a committed and enthusiastic Governing Body, the members of which have a diverse range of skills and expertise.

We are strongly committed to the development of our staff. We use external courses to support colleagues but also believe firmly in the benefits of internal expertise – sharing through coaching and “in-house” good practice sessions. We also work with a group of other schools to support teacher training in middle-management and excellent classroom practice.

## > Our Facilities

We are proud that high-class teaching and learning at Culcheth High School is supported by the best in modern facilities. We moved into a £29m new building in July 2010 with fantastic, state-of-the-art modern facilities. Each classroom is equipped with projectors and interactive equipment; there are now around 1200 computers for student use. Main features include:

- An open-plan restaurant and café
- Fabulous science labs and technology suites
- Large areas for creative and media
- A superb multi-purpose assembly hall
- Classrooms that operate dually as double learning spaces
- A Conference Centre
- Extensive ILC
- Community facilities including a multi-gym
- Free parking



A young woman with long brown hair, wearing a dark school blazer, white shirt, and patterned tie, is smiling at the camera. In the background, other students in school uniforms are visible, slightly out of focus. The image is decorated with several thin, curved lines in orange, yellow, and blue that sweep across the frame.

# Our Location

The school is based in the leafy village of Culcheth, in rural north Cheshire, mid-way between Manchester and Liverpool.



## > Our Location

The school is based in the leafy village of Culcheth, in rural north Cheshire, mid-way between Manchester and Liverpool. It is a well appointed village, with a population of around 6,000. It is ideally located within easy access of a network of motorways and major roads. It is within close proximity to several business and technology parks. Housing in the area consists mainly of private property supplemented by some rented accommodation. The majority of our students live in Culcheth and the surrounding villages but we take students from other parts of Warrington and also other authorities such as Salford, Wigan and St Helens.

## > Our Vacancy

<b>Start Date:</b>	As soon as possible
<b>Closing Date:</b>	Friday 25th January 2019
<b>Grade/Salary:</b>	Grade 4 £17,972-£18,870 pro rata for term time working
<b>Contract Type:</b>	32.5 hours per week over 5 days, Term Time only
<b>Interview Date:</b>	To be confirmed.



Students work hard  
and behave well.  
They are respectful  
to teachers and  
other adults.  
OFSTED





## Job Description

**Salary:** Grade 4 £17,972 - £18,870 pro rata for term time working

**Responsible to:** ICT Manager and Head of Media Department

### Overall Purpose of the Job:

The purpose of the job is to provide technical and administrative support for the Media department and to facilitate outstanding teaching and learning.

### Summary of Main Duties:

- To undertake required administrative tasks within the department, including data collection and data input
- To create and put up displays, liaising with teachers over requirements and to regularly update them (at least termly)
- To maintain stock levels of department consumables and reorder as necessary
- To maintain equipment within the department and keep inventory up-to-date for asset register purposes
- To print out, photocopy or laminate subject resources
- To repair equipment where possible or to identify the fault and seek further professional support if required
- To set up equipment and prepare resource materials required for lessons
- To provide in-class support if required including demonstration lessons and practicals
- To assist in the maintenance of a clean, tidy and safe working environment
- To support extra-curricular activities by ensuring that all relevant equipment and materials are available for use
- To provide support for school visits and visiting agencies
- To offer technical expertise/advice to staff and to develop subject resources
- To attend department meetings/training events if required
- To provide appropriate assistance as required by other technician staff
- To meet regularly with HOD/Line Manager to report and review progress

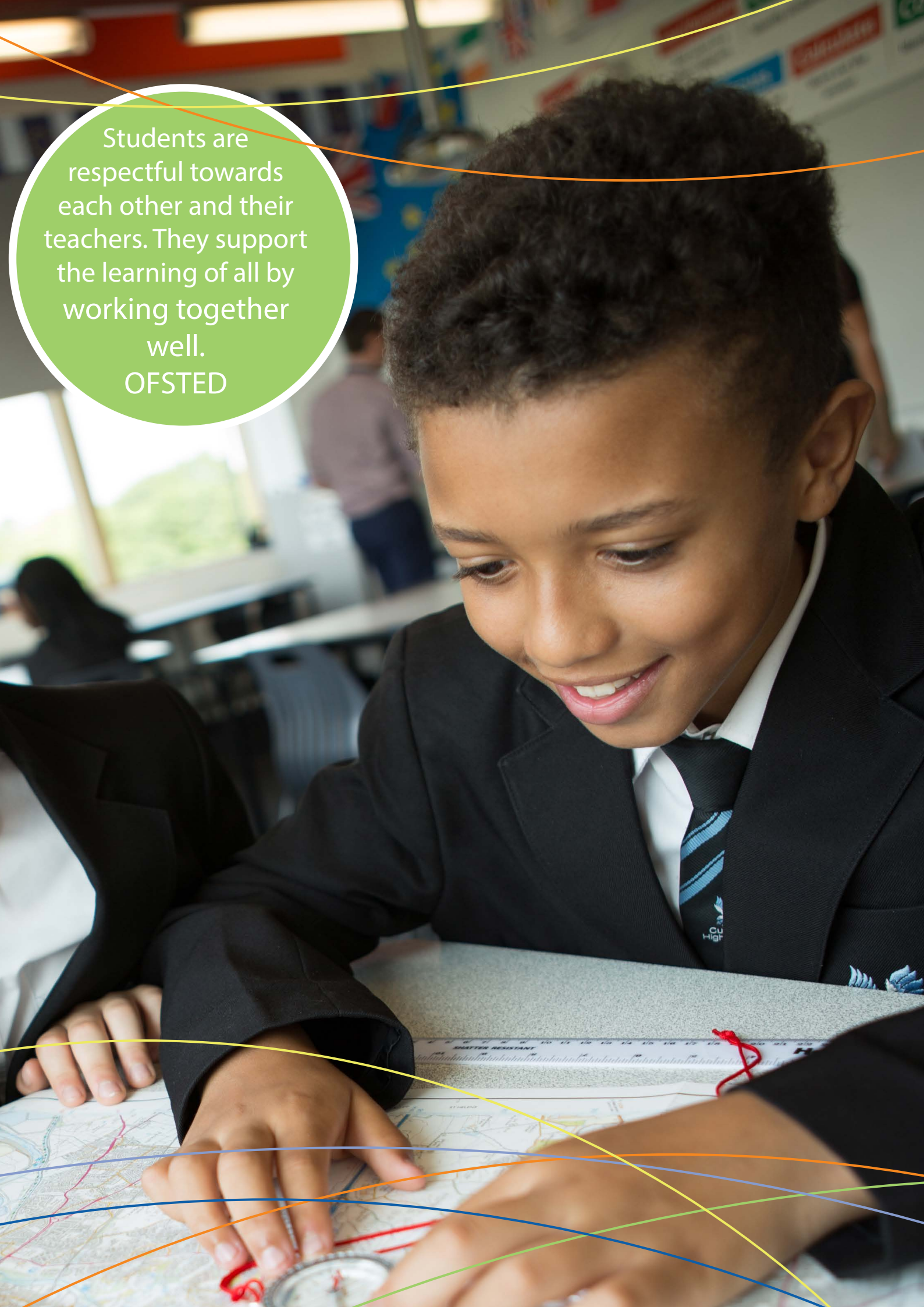
### Subject Specific Responsibilities:

- To work on media /other curriculum projects supervising small groups of students
- To provide support in the use of cameras and editing equipment, including Photoshop, GarageBand, iMovie, Final Cut Pro, In Design and Dreamweaver
- To provide support with filming, lighting, sound, editing, framing and storyboarding
- Prepare guides on how to use software and hardware for staff and students and deliver this information in class
- To keep up to date with trends in industry to support teaching and learning

Notwithstanding the details in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job

Students are respectful towards each other and their teachers. They support the learning of all by working together well.

OFSTED





## > Person Specification

	Essential	Desirable
<b>SKILLS AND ABILITIES</b>		
Ability to work effectively within a team environment	E	
Ability to build effective working relationships with colleagues	E	
Ability to adapt calmly to ever changing demands of the job	E	
Good numeracy and literacy skills	E	
Ability to use initiative and provide a good standard of support without constant supervision	E	
Flexible and adaptable with the capacity to learn new technology as required by changing curriculum requirements	E	
<b>KNOWLEDGE AND EXPERIENCE</b>		
Experience of providing technology support, advice and guidance in a multi-disciplinary environment	E	
Experience of working in an educational setting or with young people		D
Ability to be systematic and well organised in all aspects of the job	E	
Knowledge and understanding of all Microsoft Office packages	E	
Working knowledge of Photoshop, GarageBand, iMovie, Final Cut Pro, In Design and Dreamweaver	E	
Experience of supporting filming, lighting, sound, editing, framing and storyboarding activities		D
Proficient user of Apple operating system		D
<b>QUALIFICATIONS</b>		
GCSE Maths and English Language at grade C or above	E	
A' level or equivalent in a relevant subject	E	
Extensive knowledge of Microsoft Office	E	
<b>PROFESSIONAL VALUES AND PRACTICE</b>		
Ability to demonstrate an inclusive approach to staff, students, parents, carers and visitors irrespective of social, cultural, linguistic, religious and ethnic backgrounds	E	
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice	E	
Ability to improve own working practice through observations, evaluation and discussion with colleagues	E	
Professional in approach and appearance	E	
Willingness to undertake further training if required	E	
Willingness to undertake mini bus driver training		D





## > Application Process

Please download, complete and return the application form by the closing date specified. Candidates are asked to complete all the relevant sections of the application form and to submit a supporting statement, addressing the criteria listed on the person specification. This should be no longer than 2 sides of A4 paper. You may include examples from previous paid, unpaid or voluntary experience.

Please ensure that you provide an up to date email address with your application as we often contact candidates electronically rather than by post. The completed application form should be emailed to [info@culchethhigh.org.uk](mailto:info@culchethhigh.org.uk) or posted to:

Headteacher  
Culcheth High School  
Warrington Road  
Culcheth

Please note that due to the volume of applications we receive, we will only be able to contact candidates who have been selected for interview. If you do not hear from us within 4 weeks of the closing date, please assume that we will not be calling you for interview on this occasion. Warrington  
WA3 5HH

**Closing Date:** Friday 25th January 2019

For additional information about the school please visit the website [www.culchethhigh.org.uk](http://www.culchethhigh.org.uk).

## > Background Checks and Safeguarding Students

Culcheth High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

Thank you for considering Culcheth High School and we look forward to receiving your application.

# One of Warrington's Highest Performing Schools at GCSE in 2018

74% of students achieved 5  
standard GCSE passes (including  
English and Mathematics)

53% of students achieved a  
strong pass in English and  
Mathematics

79% of students achieved  
9-4 Basics in English and  
Mathematics GCSE

28% of all GCSE grades were an  
A\* or A grade or 9-7 grades



**CULCHETH  
HIGH SCHOOL**  
› THE BEST THAT WE CAN BE



› RESPECT  
› HONESTY  
› EXCELLENCE

**Culcheth High School**  
Warrington Road, Culcheth,  
Warrington, Culcheth, WA3 5HH  
Phone: 01925 767587 Fax: 01925 763809

Website: [www.culchethhigh.org.uk](http://www.culchethhigh.org.uk)