



# Ermysted's Grammar School

Founded circa 1492



**Art Technician**

April 2018



Circa 1492

# Ermysted's Grammar School

Headmaster: Mr M J Evans

January 2018

Dear Applicant,

**Art Technician** (10 hours per week, term time only, commencing 1 April 2018 or sooner if possible)

Thank you for your interest in the above post. Ermysted's Grammar School is an outstanding, heavily oversubscribed selective school with 830 boys on roll, including 255 in the Sixth Form. Our pupils are bright, inquisitive and enthusiastic about learning.

The school has a long and proud tradition of academic success and each year our senior pupils leave for the most-competitive courses. Many of our most-recent leavers are now studying at Russell Group universities or medical schools, including a dozen pupils at the universities of Oxford and Cambridge. Regardless of their destination, however, we are proud of the achievements of all our pupils and of the role the school has played in shaping their character and developing their abilities.

We are seeking to appoint a capable and enthusiastic individual who has the passion and ability to support high standards of teaching and learning across the subject. This pack includes the job description and person specification as well as information about the school. Further information can be found on our school website.

I hope that you will decide to apply. Please download details and an application form from the 'Current Vacancies' page of our website. Please note that only applications submitted in the school's application form will be considered.

Please send your completed form by email to [ktamsons@ermysteds.n-yorks.sch.uk](mailto:ktamsons@ermysteds.n-yorks.sch.uk). Instructions on how to apply can be found at the end of this document. In case of difficulty in downloading or completing the form, please contact the School directly.

The closing date for receipt of applications is **12:00 pm** (noon) on **Monday, 5 February 2018** with interviews for short-listed candidates to be held shortly thereafter.

I hope that this document gives you a flavour of what the role and the school have to offer, but please feel free to contact me to discuss further if you wish. Thank you for your interest and good luck if you choose to apply – I look forward to hearing from you.

Yours sincerely,

**Michael Evans**  
Headmaster



## The School

Ermysted's Grammar School is a voluntary aided, selective boys' school for pupils aged between 11 and 18. The school prides itself on getting the very best out of its students and Ermysted's is regularly ranked among the best schools nationally; however, an Ermysted's education goes far beyond the classroom and the School seeks to develop a much wider range of skills and attributes in its pupils.

### Location

The market town of Skipton serves a large surrounding area, including the Yorkshire Dales National Park immediately to its north. A wide range of reasonably priced housing is available locally and the town is well served by its regular market and wide range of independent shops. Skipton, with its cobbled streets and 900-year-old castle, is a historic and enjoyable place to live. Harrogate, Leeds and Manchester, are easily accessible and other popular attractions such as the Lake District and the North York Moors are relatively close by. No wonder then that Skipton was recently identified by the ONS as the happiest place to live in the UK.

### History

The School can trace its origins to the fifteenth century. Originally founded as a chantry school some time before 1492, it was re-founded in 1548 after the reformation by William Ermysted. The school moved to its present location in 1876 and now occupies a green and wooded site about half a mile from the town centre. The original stone buildings have been added to over the years to provide modern facilities with comfortable and effective accommodation for teaching and learning.

Ermysted's enjoys a good reputation locally and competition for places is strong. Selection procedures require applicants to take verbal and non-verbal reasoning tests, from which 28% of the local population is identified and offered places at the school. Ermysted's prides itself on providing a disciplined, caring environment in which each pupil can develop his talents to the maximum. Competitive and non-competitive sport, music, debating and drama are just a few of the many fields in which pupils are encouraged to participate.

### Ethos and values

Ermysted's Grammar School seeks to provide an inspiring and enjoyable educational environment in which every student has the confidence, motivation and opportunity to fulfil their potential. We have the highest expectations of each student's learning, respect for self and others, sense of community, appearance, behaviour and discipline.

Our aims are for every individual to:

- achieve their full academic potential by participating in a rich, stimulating and challenging curriculum;
- be able to contribute to society as active, compassionate and responsible citizens; and
- flourish culturally, intellectually, morally, physically and emotionally through participation in a wide range of opportunities.



### Academic record

Attainment *and* achievement is very high and consistently so; the most-recent value-added data places the school in the top 10% nationally (please see the school website for details).

Nearly all our Year 11 pupils continue into further education, with the clear majority remaining at Ermysted's to study for A-Levels. In addition, each year several other boys join the Sixth Form from other local schools.

The School enjoys a strong reputation for supporting all pupils through their academic journey and seeks to bring out the very best in them all. Most of our pupils go on to gain places at the best universities, including Oxford and Cambridge (please see the school website for details).

### School routine

The school week is based upon 40 teaching periods spread over five days, though this will change to 50 one-hour lessons over two weeks from September 2019.

The school day for pupils starts at 8.45 am and finishes at 3.45 pm. There is a formal half-school assembly on Tuesday, Wednesday and Thursday with year assemblies on the remaining days.

### The Curriculum

Ermysted's offers its pupils an exciting and engaging curriculum across a broad range of subjects at GCSE and A-Level.

In Years 7 and 8, the curriculum provides opportunities beyond the requirements of the National Curriculum: all pupils study separate sciences and all begin French, German and Latin on entry.

In 2018-19, Year 10 pupils will begin courses in nine GCSE subjects. Mathematics, English language, English literature and the three separate sciences provide the compulsory GCSE subjects, and three optional subjects are chosen from Art and Design, Food and Nutrition, French, Geography, German, History, Latin, Music, Physical Education, Religious Studies, Computing and Design Technology.

In 2019-20, the school is moving to a three-year KS4, at which point pupils will be required to take a Language and a Humanities option and the standard offer will be increased to ten GCSEs.

In addition to these subjects, several non-examined courses are offered to KS4 pupils: currently this includes RS, computing, the development of democracy, mindfulness, and a course in ethics.

Most Sixth Form pupils choose to study three A-Level subjects (from a choice of twenty-two) with some opting to take four. The Sixth Form curriculum is supplemented by a lecture programme and other enrichment opportunities including volunteering, sports and the Extended Project Qualification.

### Pastoral

The School places considerable emphasis on the care of its pupils. There is a well-established and effective pastoral care structure with most staff expected to be form tutors. General academic progress and all matters of pastoral care are, in



the first instance, the concern of the form tutor who consults with the Head of Year, Head of Key Stage, Assistant Headteacher, or Headmaster as necessary.

In Years 7 to 9, forms are arranged randomly with no reference to academic ability, as is the case elsewhere in the school bar mathematics in Years 9 to 11, where pupils are set according to ability. Sixth Form pupils are placed in vertical tutor groups under the pastoral guidance of a tutor, who oversees their progression through the two years of Sixth Form study.

### The co-curriculum

Physical Education and team games occupy a high profile within the school and Ermysted's has a proud tradition of success in many sports. The main school sports are Rugby, Cross Country and Cricket, though as pupils move up through the year groups, the sporting opportunities increase.

A good range of sporting and cultural activities is available to our boys beyond the school day and many members of staff volunteer their time and expertise to foster the co-curricular life of the school. Assistance and expertise in these areas from new members of staff is always most welcome.

### The staff

The school has a very friendly, collegial and sociable staff, with colleagues from a variety of backgrounds, some joining the school straight from university, others after time in industry or after having taught at other establishments. What staff members have in common is enthusiasm for teaching and learning, and a genuine commitment to the School's values and ethos.

### The Foundation

The initial Foundation for the School has been maintained through the centuries and is now managed as a registered charity by the Foundation Trustees. The Foundation own the grounds and school buildings, and support the school's activities financially through donations from pupils' families.

### The Old Boys' Society

The Ermysted's Old Boys' Society is an extremely active group, bringing together alumni from the school's long history. The Old Boys take a keen interest in the progress of the school and contribute financially through fundraising to support the school's development; for example, helping with the cost of new buildings, refurbishment and the purchase of equipment. A calendar of events can be found on [www.ermystedsoldboys.co.uk](http://www.ermystedsoldboys.co.uk)

### The Parents' Association

The relationship between the school and its parent body is excellent. The Parents' Association exists to support the school in its many different functions and it organises a full and varied programme of activities throughout the year. The fundraising so successfully undertaken by the Parents' Association allows it to purchase additional equipment for the school amounting to several thousands of pounds annually.

### Further information

Further information can be found on [www.ermysteds.co.uk](http://www.ermysteds.co.uk)



## Art Technician Person Specification

The following are essential or desirable characteristics associated with the post of Art Technician at Ermysted's Grammar School. Evidence will be drawn from the application form, or explored at interview.

	Essential	Desirable
<b>Qualifications</b> 4 GCSEs or equivalent, Grade C or above including English and Mathematics Evidence of further relevant qualifications or training	✓	✓
<b>Experience</b> Experience of working in art-related area Experience as an art technician Experience of drawing or photo editing software Experience and knowledge of undertaking risk assessments	✓	✓ ✓ ✓
<b>Knowledge</b> Up to date knowledge of current trends or developments in art Awareness of health & safety issues relevant to a creative arts faculty		✓ ✓
<b>Skills</b> Ability to converse fluently in English Ability to prioritise and manage own workload to ensure deadlines are met Ability to relate positively to young people An ability to work effectively as part of a team and to work independently Creativity and problem-solving skills Demonstrable, confident ICT skills Good communication, organisational and interpersonal skills	✓ ✓ ✓ ✓ ✓ ✓ ✓	
<b>Other</b> A commitment to the School ethos and selective education in general A demonstrable commitment to equal opportunities A recognition of the importance of personal responsibility for H&S A willingness to engage fully with continuing professional development Ability to form and maintain appropriate professional relationships and personal boundaries with children and young people Ability to work hard, prioritise deadlines and maintain good humour Commitment to safeguarding and promoting the welfare of pupils	✓ ✓ ✓ ✓ ✓ ✓ ✓	

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.

Ermysted's Grammar 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 successful candidate will be expected to undergo enhanced DBS clearance.



## Art Technician Job Description

Position	<b>Art Technician</b>
Salary	<b>Band 5, SCP 12 – 16 (FTE: £15,823 - £17,169)</b>
Tenure	<b>Established</b>
Time	<b>Part-time, 10 hours per week, Term Time only</b>
Responsible to	<b>Head of the Creative Arts Faculty</b>
Managing	<b>n/a</b>

This is a part time post working 10 hours per week, term time only, including training days. The hours will be split over three to four days by agreement. The Art Technician will work flexibly, as and when necessary, to ensure the School's needs are met. It is expected that the Art Technician will not take leave during term time.

The postholder is responsible to the Head of Faculty in respect of curricular matters and to the Headmaster in all other matters.

### Main Purpose of the Role

- The delivery of art involves working with a wide variety of materials and equipment. These often require advance preparation, a high degree of maintenance and care in relation to Health & Safety.
- The Art Technician plays a pivotal role in the Creative Arts Faculty by assisting teaching staff through the preparation of materials, classrooms and general organisation.

### Principle Responsibilities

#### *Operational*

- Preparing materials in advance and maintaining a wide range of equipment.
- Ensuring that everything is cleaned and put away carefully and in the correct place after use.
- Ensuring that everything is labelled, maintained and stored in a sensible manner.
- Keeping a check on stock – both incoming and outgoing.
- Helping the department to adhere to Health & Safety requirements.
- Assisting with art displays.
- Helping to supervise the use of materials.

#### *Communication*

- Liaising and working closely with the subject teacher for Art.
- Communicate effectively with other members of staff in school.

#### *Skills Development*

- Participate in the school performance management scheme.

#### *Safeguarding*

- The post holder must be committed to safeguarding and promoting the welfare of children, young people and adults, raising concerns as appropriate.
- Adhere to data protection legislation.
- Maintain confidentiality as appropriate

### *Systems and Information*

- Share information appropriately – in writing, by telephone, electronically and in person.

### *Data Protection*

- The post holder will comply with the school's policies and supporting documentation in relation to the Information Governance; this includes Data protection, Information Security and Confidentiality.

### *Health & Safety*

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

### *Equalities*

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility, the post holder will work in accordance with the aims of the Equality Policy Statement

Please note that these responsibilities will be reviewed from time to time and may be amended as is reasonable by the Headmaster.

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities commensurate with the post, as reasonably requested by the Head of Faculty Creative Arts.

## How to apply

Please read these notes before completing the application form.

1. Only applications submitted on the School's application form (click [here](#)) will be considered.
2. We would prefer you to fill in your application electronically and submit by email. (You will be asked to sign a hard-copy if appointed.)
3. Complete the application form **as fully as possible**. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel; therefore, clarity is essential.
4. Please give the full name and title of both of your referees and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted directly by the school if you are short-listed. It is our practice to take up references before interview, whenever possible.
5. Please submit your application form by **12:00 pm** (noon) on the closing date.
6. If short-listed, you will receive either a phone call and/or email inviting you to attend for interview. It is important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you. If you require any assistance in attending for interview, please let us know in good time so that we may make appropriate arrangements.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.

7. We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the equal opportunities monitoring page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.

## Pre-employment checks

Please note that any offer of employment will be conditional on pre-employment checks being completed successfully.

The successful applicant will be required to:

- Provide details of two referees who know you in a professional capacity, one of whom must be your current Headteacher or employer. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK.
- Undertake an enhanced DBS check and receive appropriate clearance. Please note that an enhanced check will include details of all convictions on record, whether spent or unspent under the Rehabilitation of Offenders Act 1974 (ROA).

Complete a medical questionnaire and, if deemed necessary, undergo an assessment of their fitness to complete the duties as described in the job description



circa 1492

Ermysted's Grammar School