



## **INFORMATION FOR APPLICANTS**

### **Art & Design Technician**

Term time only plus INSET Days (39 weeks)  
32.5 hours per week

Scale 3 (point 5 – 6)  
Actual salary: £17,892 - £18,192 per annum  
(£23,500 - £23,893 FTE)



Dear Candidate



Welcome to All Saints Academy Dunstable.

I feel extremely proud to be the Principal of All Saints Academy and I intend to work alongside the students and staff to create a school that all can feel proud to attend.

At the Academy it is important to us that all children make the best progress possible regardless of their academic starting point. We understand that the best progress is only achieved when teachers know their students well and plan lessons with expertise, ensuring all students make progress. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest expectations for all our students.

If you have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber  
**Executive Principal**

## INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith and Hope**”. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

We are seeking to appoint an enthusiastic Art, Food and Textiles Technician, who will contribute to shaping an outstanding future for our students. The successful candidate will establish effective working routines to support students and teachers across the Arts faculty and across a variety of subjects, including art and food technology. They are responsible for preparing equipment and resources for lessons. This post would suit someone who is looking to begin their career in Design Technology, who is currently studying towards a qualification in a related field, or someone who wishes to develop a career in teaching Design Technology.

All Saints Academy is a fantastic school in which to work, with exemplary relationships at all levels. All staff and students are valued highly. We have a first class commitment to developing individuals and working with others to reach their full potential

## ACADEMY FACILITIES

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole, the accommodation includes:

- Five Science labs and a Science Studio Room
- Six Maths classrooms
- Five English classrooms and a Lecture Theatre
- Four Humanities classrooms
- Further rooms for the teaching of Business Studies and ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music and a Recording Studio
- An amazing Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area
- The Inclusion Bungalow
- Management Suite
- Spacious staff room with outside area
- Separate Departmental staff workrooms

# JOB DESCRIPTION

## Art and Design Technician

**Responsible to:** Director of Arts

**Core purpose:** to support the students of All Saints Academy Dunstable in developing the skills required to become independent learners. Assisting with preparation of resources and equipment for create and design lessons.

### **Job description**

The job description will be reviewed regularly with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specific in detail. Broad headings therefore may have been used, in which case all the usual associated routines are naturally included in the job description.

The post-holder should not refuse to undertake work which is not specific on this form, but they should record any additional duties they perform and these will be taken into account when salaries are reviewed.

### **General duties and responsibilities:**

- To work with the student support team to identify specific support needed for students,
- To draw on knowledge of various forms of special needs, to develop an understanding of the specific needs of the students.
- Carry out responsibilities, within the context of published Academy plans and priorities, principles and policies, health and safety rules and statutory requirements for curriculum/assessment
- To liaise with class teachers so that all the needs of the students' are met.
- To take into account the special needs involved, to help the students to learn as effectively as possible both in-group situations and individually.
- This may involve any of the following:
  - explaining/reminding the students of instructions/information.
  - ensuring the students are organised for learning.
  - motivating the students as required.

- assisting students in weak areas such as reading, writing, spelling, and presentation.
  - aiding the students' concentration.
  - helping raise the students' confidence and promote their self-esteem.
- To promote a positive ethos and celebrate success with students, staff and parents/carers.
  - To maintain up to date CPD records according to the Academy Development Plan.
  - Setting up, operating and maintaining equipment in art design technology and food.
  - Prepare resources for lessons – cutting paper, organising paints and specialist materials, setting up the kitchen with equipment for lessons
  - Organise and Issue materials and ingredients to staff and students including weighing and preparing all of the ingredients for PP students
  - Ordering and receiving stock and chasing up discrepancies
  - Assisting with department and wholeschool displays
  - Manage the art and food inventory of resources and equipment
  - Assist as directed with the records of expenditure in the Arts faculty
  - Implementing and Monitoring Health and Safety Regulations and sound working practices
  - Liaise with staff daily to ascertain support requirements
  - Provide first aid to students and staff as required
  - Assist with the supervision of students out of lesson times e.g intervention sessions and lunchtimes
  - Ensuring the tidiness and cleanness of the art and food rooms including maintaining high levels of hygiene in the kitchen by washing all of the cloths after practical lessons, date checking all of the ingredients, monitoring the temperature of the fridges and freezer.
  - Reporting faulty equipment to the site manager and arranging for repairs/replacements as required
  - Supporting the productions through preparation of scenery and props.
  - Working one to one to support key students
  - To manage personal time effectively.
  - To carry out all duties with due regard to the policies of the Academy.

**General duties and responsibilities:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Play a full part in the life of the Academy community, supporting its mission and ethos, to include Electives and duties.
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To support, uphold and contribute to the development of the Academy’s Equality policies and practices in respect of both employment issues and the delivery of services to the community.
- Be aware of the school’s duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times
- Establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school
- Be aware of and comply with the code of conduct, regulations and policies of the school
- Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development
- Uphold the high standards of the Academy in all communications
- Promote the Academy’s policies.
- Undertake any additional duties or reasonable requests required by the Executive Principal or his/her representative
- To carry out all duties with due regard to the policies of the Academy

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs. The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

..... <b>Post holder</b>	..... <b>Date</b>	
..... <b>Line Manager</b>	..... <b>Date</b>	..... <b>Position</b>

**Safeguarding**

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

# PERSON SPECIFICATION ART, & DESIGN TECHNICIAN

	Essential	Desirable
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to GCSE level English &amp; Maths at Grades A*-C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>5 A*-C GCSE Grades including English and Maths</li> <li>Training in supporting students with literacy difficulties/behavioural difficulties/autistic spectrum disorder</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Experience of working with young people between the ages of 14-19</li> <li>Experience of supporting students in a classroom based environment</li> <li>Experience of supporting young people with additional needs</li> </ul>
<b>Knowledge, Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>Good organisational skills</li> <li>Good interpersonal skills (required to meet with parents, students and professionals)</li> <li>Ability to work independently and to take direction</li> <li>Empathy with young people – ability to build a strong rapport</li> <li>Ability to solve problems on a daily basis</li> <li>Ability to take a non-confrontational approach to resolve difficult situations</li> <li>Understanding of professional conduct</li> </ul>	<ul style="list-style-type: none"> <li>Good standard of ICT skills and ability to use a range of Microsoft packages</li> <li>Knowledge of Inclusive Practice</li> <li>An understanding of the SEN Code of Practice</li> <li>Knowledge of strategies to support young people with low literacy levels and ASD</li> </ul>

	between support staff, teachers and students	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to remain calm in challenging situations</li> <li>• Hard-working</li> </ul>	
<b>Motivation</b>	<ul style="list-style-type: none"> <li>• Willingness to be flexible</li> <li>• Willingness to undertake further training as appropriate</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding the welfare of young people in the Academy</li> <li>• Understanding of appropriate and inappropriate physical intervention with students</li> <li>• Enhanced DBS Check</li> </ul>	

### **TIMELINE FOR RECRUITMENT PROCESS**

**Closing date for applications Thursday 11<sup>th</sup> July 2024 at 9:00am**

**Interviews A.s.a.p.**

**Start Date September 2024**

### **HOW TO APPLY**

Please apply via My New Term.

### **REFERENCES & PRE-EMPLOYMENT CHECKS**

We will seek references for candidates after the shortlisting process which may include approaching previous employers for information to verify particular experience or qualifications.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline



## **CONDITIONAL OFFER – PRE-EMPLOYMENT CHECKS**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least 2 satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS with Children's Barred List Disclosure
- Section 128 check (where required)
- Prohibition Check (where required)
- Verification of professional status such as QTS Status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of the 6-month probationary period
- Where the successful candidate has worked or been resident overseas in the previous 10 years, such checks and confirmations as may be required in accordance with statutory guidance