



St. Joseph's Catholic High School

*Business & Enterprise College*

*Living, Loving & Learning Through Christ*

# Post of Art, Design and Technology Senior Technician

*Part-time post 15 hours over  
3 – 4 days per week*



St Joseph's Catholic High School - serving the community

- Judged 'Good' in their recent Ofsted
- Improved GCSE results
- Improved A\* As
- Excellent Pastoral Care

Harrington Road, Workington CA14 3EE. 01900 873290

[www.st-josephs.cumbria.sch.uk](http://www.st-josephs.cumbria.sch.uk)

June 2018

Dear Candidates,

Thank you for expressing an interest in our school. We hope you find the information that we have provided useful.

We would be very pleased to arrange visits from prospective candidates or respond to calls if you require more information.

We look forward to hearing from you in due course.

Best wishes,

A handwritten signature in black ink that reads "Jacky Kennedy". The signature is written in a cursive style with a large initial 'J' and a long, sweeping tail on the 'y'.

Jacky Kennedy  
Headteacher

**ST JOSEPH'S CATHOLIC HIGH SCHOOL  
BUSINESS & ENTERPRISE COLLEGE  
NOR: 710  
HEADTEACHER: MISS J A KENNEDY**

**Job Title:** Art, Design and Technology Senior Technician  
**Responsible to:** Head of Faculty

### **The Post**

The Governors seek to appoint a part time Art, Design and Technology Technician.

### **Role of an Art, Design and Technology Technician**

This appointment is a technical position supporting the Subject leader and teachers with the smooth running of the department.

The Art, Design and Technology Technician will be a committed and professional member of the team within the Creative Arts faculty.

### **Features of an Art, Design and Technology Technician**

We are seeking someone with a can-do attitude, drive, flair, a team-spirit and patience. A person with good communication skills, an ability to build effective working relationships with both staff and students is expected.

The successful candidate need not hold an Art or Design Degree though an interest in Art or technology and in practical skills is important.

This post may require some flexibility in working times

### **Our Departments.**

Together our departments currently consist of 4 workshops/studios & computer suite. There are 3 full time members, 2-part time teachers and 2 specialist HLTA's within our departments which are both lead by subject leaders. Photography is taught through Art in KS3, however is a subject in its own right at KS4.

As part of the National Curriculum requirement all pupils take Design and Technology and Art up to the end of Year 8. Art, Photography and D&T is optional at Key Stage 4.

Both Art, Photography and D&T are practical and dynamic subjects, which involve creating, making and designing within a wide range of activities using a wide range of materials and equipment.

Pupils will also use ICT, Photoshop and CAD/CAM within these 3 subjects.

Our aim is to enable all pupils to achieve their best no matter what their ability. We aim to do this in a fun and creative way whilst still developing their capabilities in a series of ever increasing challenges.

### **Responsibilities for an Art, Design and Technology Technician**

- to provide support to teachers in the both departments.
- To audit and order materials in line with department schemes of work
- To manage the storage of materials, equipment and artwork efficiently and in good order.
- To prepare specialist materials and equipment for use in lessons

- Develop and manufacture teaching aids
- To assist with reprographics
- To provide technical support to staff and pupils for ceramics, sculpture and to assist with firing and glazing
- Maintain and use specialist wood and metal preparation machinery such as circular saw, CNC machinery, dust extraction system
- To be responsible for departmental displays and the preparation, mounting, framing and installation of artwork around the School
- To provide skilled assistance to academic staff in preparation of teaching aids
- Have a technical frame of mind and the ability to resolve technical issues
- To undertake any other reasonable duties as required
- To assist with the organisation of the photography GCSE, storage, printing and framing of work.
- To complete documentation and maintain computerised/manual records associated with technical services
- To check incoming deliveries, to unpack and distribute as necessary
- To review the inventories of resources Health and Safety requirements
- Liaise with outside agencies with annual maintenance of machinery
- To be responsible to the Head of Art for health and safety matters and to carry out Risk and COSHH assessments as required by the Operations Director
- Art or Design and Technology based training would be beneficial but not essential
- To keep abreast of new techniques in identified specialist areas
- Basic computer skills in ICT, CAD, Word, Excel and Photoshop will be expected (some training could be provided if necessary in the specialist areas.)
- Accompany students to external events and competitions

The range of tasks is varied and will continue to develop and change. There is the potential to develop the role within the department dependent upon the successful candidate's experience and personal ambitions. Externally provided Health and Safety training and certification will also be arranged as required.

#### GCSE Results: % A\*-C

	2014/15	2015/16	2016/17
Art	56.1%	66%	60.6%
Graphics	80%	72%	40%
Resistant Materials	41.2%	35.7%	44.4%

## CUMBRIA COUNTY COUNCIL JOB PROFILE

**Post Title:** Senior Technician

**Responsible to:** Head of Faculty

**Grade:** PCD5a

**Main Purpose:** Under the guidance of senior staff: Provide specialist support in a specific curricula/resource area, including preparation and maintenance of resources and support to staff and pupils.

### Support for Pupils

- Use specialist skills, training and experience, support pupils in practical learning activities under the guidance of the teacher
- Advise and assist students carrying out complex individual practical activities

### Support for the Teacher

- To create and maintain a purposeful, orderly and productive working environment which is also healthy and safe, and to report all health and safety concerns to the appropriate person in accordance with school policy
- Ensure the timely and accurate design, preparation and use of specialist equipment, resources and materials as required by staff and the curriculum
- Maintenance and analysis of records relevant to the specific curriculum area providing reports as required
- To contribute to the design, development and maintenance of specialist resources and long-term projects
- The provision of technical advice and support on health and safety issues to teaching and technical staff
- To assist in practical classes and carry out demonstrations
- Undertake clerical and administration tasks relevant to the specific curriculum area
- Assist in the development of lesson/work plans, administration of coursework, work sheets etc.
- Contribute to planning development and organisation of systems, procedures and policies
- Provide specialist technical support for the administration of routine exams and tests
- Contribute to the planning, development and organization of systems, procedures and policies
- Provide specialist technical advice in the development of schemes of work

### Support for the Curriculum

- Monitor and manage stock and supplies for the specific curriculum area, within an agreed budget, cataloguing resources and carrying out audits as required; obtaining resources as required in accordance with County Council Financial Standing Orders
- Maintenance of specialist technical equipment, checking for quality and safety, undertaking specialist repairs and modifications and liaising with outside agencies for other repairs to be carried out in accordance with school policy
- Demonstrate and assist others in the safe and effective use of specialist equipment and materials
- Carry out risk assessments for the technician activities
- Maintain a current knowledge of health and safety requirements, including attending courses as required
- Provide specialist advice and guidance as required
- Implement agreed programmes of work and practical activities under the guidance of teachers

## **Support for the School**

- Be aware of and comply with policies and procedures relating to data protection, child protection, health & safety, copyright, security and confidentiality reporting all concerns to an appropriate person in accordance with school policies
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning opportunities.

## Cumbria County Council Person Specification

### **POST TITLE: Senior Technician**

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>
Qualification/ Training/ Competences	<p>Relevant NVQ3 or equivalent, or three experience in a relevant discipline</p> <p>Good numeracy and literacy skills</p>	Specific training in the specialist area
Relevant Experience	General technical/resource support in an appropriate environment	Experience in specific area related to post
Knowledge	<p>Effective use of ICT and other specialist equipment and resources</p> <p>Use and maintenance of relevant equipment</p> <p>Subject knowledge and knowledge of the relevant policies,</p> <p>Codes of practice and legislation</p>	
Skills	<p>Ability to identify own training and development needs and the desire to cooperate with measures to address these</p> <p>Ability to relate well to children and adults</p>	Ability to design specialist equipment
Special Circumstances	Occasional attendance at meetings outside normal hours. Support of Adult Education may occasionally be required	



# Our School Mission Statement

AT ST. JOSEPH'S CATHOLIC HIGH SCHOOL  
WE WILL CHALLENGE YOU TO AIM HIGH, WE EXPECT YOU TO SUCCEED

## LIVING | LOVING | LEARNING

All members of the school community - pupils, staff, governors and parents - will be united in sharing a common purpose: to achieve their personal best, to pursue lifelong learning, to develop and model respect for themselves and others and play a significant role in the life of the local community; and they will be able to articulate this common purpose and support each other to achieve these goals.

## LIVING | LOVING | LEARNING

Our school will be characterised by positive, appropriate, productive and warm relationships all of which are at the heart of our faith. We will encourage all members of the community to reflect on and develop their relationships with each other to promote tolerance and understanding.

## LIVING | LOVING | LEARNING

All members of the school community will strive to achieve excellence - their personal best in all areas of school life: academically, in extra-curricular activities and through their embodiment of positive attitudes and qualities.

*Living, Loving & Learning through Christ*

## Our Promise to Parents

### We will :

- Treat you with respect and courtesy.
- Support you when you ask for help and guidance.
- Encourage you to find out about all aspects of school life.
- Communicate regularly, clearly and effectively, giving you proper notice of all meetings and providing you with clear and concise papers and reports.
- Resolve any problems and concerns professionally and as quickly as possible.
- Encourage you to have the highest aspirations and ambitions for your children.
- Invite you to all events and celebrations.
- Encourage you to join us in worship, reflection, planning, hard work and celebration.

AUSCULTA

## Our Promise to Students

### We will :

- Celebrate your success.
- Treat you with respect and courtesy.
- Support you when you ask for help and guidance.
- Build your skills and knowledge through a curriculum matched carefully to your own needs, taught by high quality staff in attractive and safe accommodation.
- Provide opportunities for you to shine in a range of extra-curricular activities.
- Respect your life outside school.
- Communicate openly and regularly about your strengths and areas for improvement, and agree challenging but achievable targets.
- Challenge and support you to meet and exceed those targets.
- Resolve any problems and concerns professionally and as quickly as possible.
- Encourage you to join us in worship, reflection, planning, hard work and celebration.
- Invite you to all events and celebrations.

LISTEN