



# Appointment of Technician (Art and Media)

37 hrs per week, Term Time plus 5 Training Days and  
5 Additional Days,

Grade N4, Actual Salary: £17,232 to £18,286 pa  
Maternity Leave Cover

Closing Date: 12<sup>th</sup> October 2022



Kenton School, Drayton Road, Newcastle upon Tyne, NE3 3RU, Telephone: 0191 214 2200.



## Introduction from the Principal

Dear Applicant

### Appointment of Technician (Arts and Media)

At Kenton we are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We are seeking applications for the post of Technician to support our Art and Media teams, preparing and setting up resources and equipment for lessons, including preparing large quantities of clay and using the kiln, filming and editing of school media clips, maintaining displays, ordering stocks and supplies, ensuring workspaces are clean and safe and updating and maintaining department databases.

Kenton School is recognised at a National Level for excellence and innovation in the Arts and offers an extensive and inclusive Arts curriculum with the core belief that Arts education is a fundamental right for all young people regardless of ability and socioeconomic background. We are extremely committed to ensuring all our students receive a broad and balanced curriculum with the Arts at the heart of our curriculum. The Arts have been a core subject at KS3 and KS4 for over three years alongside English, Maths and Science. Every student at KS4 has a creative GCSE option: Art, Graphics, Textiles, Ceramics, Photography, Music, Performing Arts and Media. Over 900 students study GCSE Arts at KS4.

The Art department at Kenton School is a highly skilled, enthusiastic and forward-looking team comprising of six talented Art specialists supported by our own technician. In addition to our five general purpose Art studios, two Graphics Studios, darkroom and photography suites we also have a superbly equipped Ceramics studio and two fully equipped Textiles studios.

This is a maternity leave cover post expected to commence asap for a minimum of two terms.

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you. In return we can offer you,

- Access to the Local Government' Pension Scheme
- Salary sacrifice schemes including Car Sacrifice, cycle to work and childcare voucher schemes
- Free on-site parking
- Free gym access at Kenton School





We look forward to receiving your application.

Yours sincerely



Bill Jordon CBE



## Technician (Art and Media)

### Job Description

Payscale: N4

Responsible to: Director of Visual and Performing Arts, and Second in Art

Responsible for: N/A

Job Purpose: To provide technical support to the Art and Media departments.

### Main Responsibilities:

The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

### General

- 1 Teaching Aids and Resource Materials, to include:
  - (a) preparation and setting out of equipment, materials and other resources for practical lessons in an orderly and presentable manner, in accordance with Department/School risk assessments;
  - (b) preparation of specific resources from a number of components for practical use;
  - (c) checking items for class use in order to ensure that they are functional and sufficient in quantity;
  - (d) checking that the above items are returned for each class;
  - (e) constructing simple equipment/apparatus;
  - (f) care and appropriate handling of resources.
- 2 Care, Maintenance and Repair of Equipment, to include:
  - (a) visual checking and routine cleaning/care of equipment; including specialist equipment
  - (c) returning equipment to storage as soon as practicable;
  - (d) undertake safety checks (e.g. portable appliance electrical testing) and keeping of appropriate records;
  - (e) undertaking simple repairs;
  - (f) advising line manager if more substantial repair or maintenance has to be carried out.
- 3 Control, Storage and Disposal of Materials, to include:
  - (a) maintaining stock levels and advising line manager of items and quantities required;
  - (b) ensuring safe and secure storage of materials;
  - (c) safe disposal of waste materials.

- 4 Care and Maintenance of Teaching Environment, to include:
  - (a) general tidying of equipment, materials and other resources within all teaching and preparatory rooms;
  - (b) keeping cupboards stocked, tidy and labelled.
  - (c) Ensure that all health and safety protocols are adhered to.
- 5 Display and Demonstration Work, to include:
  - (a) setting up equipment/apparatus and materials for demonstrations as requested;
  - (b) checking that the above is functioning correctly.
  - (c) Assist teaching staff when displaying work for GCSE & A-level moderation or promotional evenings.
- 6 Liaison with Teaching Staff, to include:
  - (a) advice to teachers on the safe and effective use of equipment/apparatus and materials;
  - (b) advice on the availability of equipment, materials and other resources;
  - (c) notify line manager of any ways in which efficiency and safety could be improved;
  - (d) To transport equipment between teaching staff that requires assistance or specialist equipment.
- 7 To support the school in enforcing good standards of behaviour and conduct at all times.
- 8 To undertake break and lunch duties, supervising students as required.
- 9 To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
- 10 Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.
- 11 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

#### Person Specification

##### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

##### Essential

|   |   |
|---|---|
| 1 | Level 2 qualification (GCSE A*-C or equivalent) in a National Curriculum subject, or be able to offer evidence of commensurate experience.                |
| 2 | Previous experience working as a technician either in a school or other setting, or be able to offer evidence of ability to undertake duties as outlined. |

|   |  |
|---|--|
| 3 | <i>Ability to support ceramics through preparation of clay and firing of artwork</i>   |
| 4 | <i>Knowledge and experience of the Adobe Creative Suite, particularly Premiere, Photoshop and Illustrator</i>                              |
| 5 | Knowledge of health and safety legislation including ability to support the department in carrying out and responding to risk assessments. |
| 6 | Effective ICT skills.  |
| 7 | Effective organisational skills with the ability to prioritise to meet deadlines.  |
| 8 | Flexible approach to work with the ability to work effectively as part of a team supporting in departments across the school.              |
| 9 | Effective written communication skills.  |

#### Desirable

|    |   |
|----|---|
| 10 | Previous experience working with children and young people. |
| 11 | Experience working with clay/ceramics.                      |
| 12 | <i>Studio lighting skills</i>                               |

#### Part B: Assessment Stage

Criteria outlined in the application stage criteria and the criteria below will be further explored at the assessment stage:

#### Essential

|   |   |
|---|---|
| 1 | Effective oral communication skills with the ability to relate well to children and adults.   |
| 2 | Ability to prepare and maintain equipment and materials for lessons.  |
| 3 | Ability to identify work priorities and manage own workload within agreed parameters.   |
| 4 | Ability to maintain accurate work records and databases.  |
| 5 | Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• attitude to use of authority and maintaining discipline.</li> </ul> |
| 6 | No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.   |

#### Special Requirements

This post will involve handling of large sacks of clay on a regular basis as a regular requirement of the job.

The following methods of assessment will be used:

| Method    |     | Method |     |
|-----------|-----|--------|-----|
| Interview | Yes | Task   | Yes |



### Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

|   |   |
|---|---|
| 1 | Enhanced Certificate of Disclosure from the Disclosure and Barring Service with Children's Barred List Check  |
| 2 | Additional criminal record checks including EEA check if applicant has lived outside the UK   |
| 3 | Qualifications check  |
| 4 | Medical clearance   |
| 5 | Two references from current and previous employers (or education establishment if applicant not in employment). Further references may be requested in order to meet the safer recruitment requirements of Keeping Children Safe in Education 2020. |

\* This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021. All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website ([www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)).

## Additional Information for Applicants

### Terms and Conditions

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions set by Northern Leaders Trust.

### Working Hours

The hours of work are 37 hours per week. Normal working hours are Monday to Thursday 8.00 am to 4.00 pm and Friday 8.00 am to 3.30 pm with a 30 minute unpaid lunch break each day. The post is term time only which equates to 38 working weeks per year. In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into ‘twilight’ evening sessions) and 5 additional days during the holiday as directed by the Head of Faculty.

### Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.74 weeks pay (24 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years’ continuous local government service, and 6.57 weeks pay (28 days plus 8 public holidays pro rata) for staff with 5 years’ or more continuous local government service.

### Pay and Grading

The grade of the post is N4, equivalent to local government pay spine points 5 – 8, with current corresponding full-time salary of £19,650 - £20,852 pa. The actual salary for this post, term time and including annual leave entitlement as outlined above and 5 training days is as follows:-

|   |                      |
|---|----------------------|
| Less than 5 years’ continuous local government service: | £17,232 - £18,286 pa |
| 5 or more years’ continuous local government service:   | £17,538 - £18,610 pa |

New entrants to Northern Leaders Trust are subject to a six-month probationary period. Where 1 April falls within the six-month probation, the first increment is paid on 1<sup>st</sup> month following successful completion of that six-month probationary period.

### Employment Status

This is a maternity leave cover post expected to commence ASAP for a minimum of two terms (i.e 31<sup>st</sup> March 2023)

### Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers in our schools to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.





### Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

### Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at [www.twpf.info](http://www.twpf.info)

### Application Process

Candidates can apply by downloading a Word version application from our website [ks.northernleadertrust.org](http://ks.northernleadertrust.org) which can be returned by email to [hr@northernleadertrust.org](mailto:hr@northernleadertrust.org)

Closing date: 12.00 Noon 12<sup>h</sup> October 2022

