



***'Learning For Life'***

## **APPLICATION PACK**



## **Art & Design Technician**

**required for January 2022**

**Deadline for applications: 09:00hrs Friday 10 December 2021**

**Headteacher: David Pover**

**The Burgate School and Sixth Form, Salisbury Road, Fordingbridge, Hampshire, SP6 1EZ**

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Dear Prospective Applicant

We are delighted that you are considering joining Team Burgate. We believe our School is an exceptional place to work; where students and staff share collective values and strive to make each day happy and successful. Please look at our website to see our vision and mission. If you find these meaningful and share these aims, we would love to hear from you. Our school is a place where you will be very well supported to grow, professionally and personally, where every member of our team matters, and each voice is heard and where creativity and innovation is embraced. Our students are a joy to work with and we encourage you to come and see this for yourself. Learning for Life, our school moto, really does underpin our culture and applies to every member of our school community, whatever stage they are at.

### **Art and Design Technician**

As Art and Design Technician, you will work closely with subject specialist teachers in the Art and Design department, ensuring students are effectively resourced and supported to achieve the best results. You will create, sustain, and facilitate a safe, functional, and inspiring working environment, order, prep and maintain materials and tools in a timely and organised way. Experience of using bandsaws, circular saws, laser cutters and general workshop equipment is desirable.

The main areas of responsibility include:

- Cutting and sizing material
- Organising the distribution and repair of equipment, including the laser cutter
- Advising students on the safe and proper use of tools and equipment
- Supporting students in material preparation
- Safe disposal of hazardous waste
- Supporting students during Art and Design lessons through demonstration, explanation, and modelling of expertise
- Creating prototypes as examples

The post-holder is employed to ensure the provision of timely and effective technician support to all teachers in the Art, Design and Hospitality and Catering Department.

The right candidate will:

- Generate energy and enthusiasm for learning  
Raise achievement through motivating, challenging and inspiring students
- Be a reflective and resilient practitioner
- Foster a culture of high expectations and achievement within the department and wider school environment
- Have a commitment to the school's ethos and vision
- Establish strong relationships with students and staff
- Model professional standards across all areas of work
- Be able to work on their own initiative

The post is advertised as a term-time role, to include training days and other department-led INSET, plus an additional week of preparation time within the school by mutual agreement with the Head of Department.

We look forward to welcoming the right candidate to our thriving, progressive, and inclusive department, to work alongside a friendly, dedicated team of highly skilled professionals.

**Salary:** £18,562 - £18,933 (FTE) dependent on experience

**Hours per week:** 35 hours per week

**The post is for:** 45.2 weeks per year

**Contract:** Permanent

**Deadline for applications:** 09:00hrs on Friday 10 December 2021

### **How to Apply**

If you have not already, please take your time to explore our website which will give you a better understanding of what we believe is a happy, caring and successful school. Should you have any specific queries that are not answered by the information provided, either in this application pack or on the website, please do not hesitate to contact Miss Sarah Hewett (Headteacher's PA) at: [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk) or 01425 652039.

To apply for this role, please complete a Support Staff application form which can be downloaded from the vacancies page on the school's website. Completed forms should be emailed to Miss Sarah Hewett, Headteacher's PA, at: [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk) by the deadline, 09:00hrs on Friday 10 December 2021. Only applications submitted on the school's application form will be considered. CVs will not be considered. Please remember to fully complete all sections. You may also post your application form if you wish.

### **Disclaimer**

You are advised to submit your applications as soon as possible because we reserve the right to close a vacancy earlier than the advertised date if we have received sufficient applications that meet the given criteria.

### **Safeguarding and Child Protection Statement**

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their sixth form life. As a school and college we are committed to safeguarding and promoting the welfare of all of our students.

The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the sixth form.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment.

Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

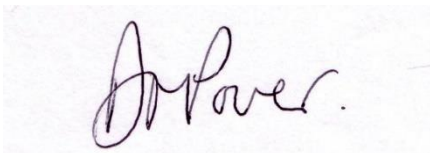
A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>

### **Equal Opportunities Statement**

The Burgate School and Sixth Form values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity or religion.

We look forward to receiving your application.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'D Pover', is written on a light-colored, textured background.

**Mr David Pover**  
**Headteacher**

## **General Information for Applicants**

The Burgate School and Sixth Form is a school that wants every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2019 were exceptional with 83% of students achieving both English and Mathematics at Grade 4+ and 49% achieving Grade 5+. This gave a Progress 8 value added score of +0.24 which was significantly above the national average and once again places The Burgate as one of the very best performing schools in Hampshire. Our A level results are consistently very good and our results in 2019 were our best ever, ranking us in the top 10% of 16-19 providers nationally. 53% of A level results were at A\*-B grades and over 81% at grades A\*-C, with practically all students gaining a place at their chosen university.

We offer a wide range of subjects at GCSE and A Level delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established performance management scheme. Induction and in-service training are provided for all staff and there is a special internally run programme for NQTs and another for RQTs, as well as access to a wide range of CPD through our Teaching School alliances and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a very committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools alongside an active parent-teacher association, which organises social, educational and fund-raising activities. We benefit from the excellent support of parents whom we encourage to maintain close contact with the school and to get in touch whenever they have queries or concerns regarding their child's education.

The school was inspected by Ofsted in May 2019 in which we were awarded 'Good' overall with three of our inspection judgements being 'Outstanding'. The inspectors praised the high expectations of everyone at the school and remarked how the school's trustees and staff work closely together to create a team spirit that provides a consistent and positive learning environment, where teaching is inspirational and student behaviour is superb.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

**JOB DESCRIPTION****TECHNOLOGY TECHNICIAN (ART AND DESIGN)**

**Impact Statement:** To create, sustain and facilitate a safe, functional, and inspiring working environment, ordering, preparing, and maintaining materials and tools in a timely and organised way.

**LEVEL OF RESPONSIBILITY:** N/A

**LINE MANAGER:** Head of Department

**CORE RESPONSIBILITIES:**

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of the Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure, and valued

**KEY RESPONSIBILITIES**

- To work with teaching staff in supporting the Art and Design Team with developments in our technology curriculum including metalwork, woodwork, textiles, food technology, CAD/CAM
- Supporting students during Art and Design lessons through demonstration, explanation, and modelling of expertise
- Assist students with material preparation and their practical elements/technical work
- Support the making of student prototypes including cutting and sizing materials
- Ensure the maintenance and distribution of equipment/tools and organise necessary repairs
- Test/Prepare tools and equipment before use and ensure students understand safe use
- Contribute to the development of new course content/schemes of work, particularly regarding constructional details.
- Support the administration functions of this department
- Ensure workshops and other specialist areas are kept clean and ensure safe disposal of hazardous waste
- Ensure Health & Safety policy guidelines are followed

**SPECIFIC RESPONSIBILITIES**

- Fire Marshall/Warden for designated area

**Desired Skills/Knowledge and Abilities**

Experience of using bandsaws, circular saws, laser cutters and general workshop equipment is desirable /Microsoft Office/Excellent interpersonal skills /Ability to maintain confidentiality

## TECHNOLOGY TECHNICIAN (ART AND DESIGN): PERSON SPECIFICATION

Qualifications or Training	Essential	Desirable
No specific educational qualifications are required		

Experience	Essential	Desirable
Willingness to complete appropriate training and professional development	X	
Experience of working in a school environment		X

Skills and Attributes	Essential	Desirable
Experience of using bandsaws, circular saws, laser cutters and general workshop equipment		X
Excellent IT skills including all main Microsoft applications	X	
Good communication and interpersonal skills	X	
Ability to able to use own initiative	X	
Ability to prioritise own workload and work as part of a team	X	
Ability to work in an organised and methodical manner	X	
Creative and practical	X	
Ability to take personal responsibility for standard of work carried out	X	

Personal Qualities	Essential	Desirable
Collaborative, friendly and positive in outlook	X	
Calm and good humoured	X	
Creativity and a 'can do' attitude	X	
Ability to relate well to both staff and students	X	
Ability to work to deadlines	X	
Flexible and open-minded approach to completion of work	X	
Willingness to undertake a range of tasks	X	
Willingness and desire to learn	X	
Self-motivating with the ability to multi-task	X	
Have a good record of punctuality and attendance	X	
A commitment to promoting the ethos and values of the school	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	
Commitment to equal opportunity	X	

Essential Competences	Essential	Desirable
Confidentiality on all school matters	X	
Clean and smart appearance	X	
Strong team player	X	