

Candidate brief for the position of: Art Technician for September 2022

Bullers Wood School for Girls

Application Deadline: ASAP





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Dear Applicant

Thank you for expressing an interest in the post of Art Technician at Bullers Wood School. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available in September 2022 and offers an exciting opportunity to join an enthusiastic staff and very supportive department whose members are committed to making a real difference. The school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and prior to the pandemic had regularly been congratulated by the Minister of State for Schools on our achievements at GCSE level placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for students achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

We are looking for a passionate individual to help us to ensure that in every way Bullers Wood remains an outstanding school at our next Ofsted inspection, and that every one of our students achieves and exceeds both their targets and expectations.

The successful candidate will join Bullers Wood at an exciting time as September 2018 saw the opening of a new secondary free school, Bullers Wood School for Boys, who have now moved into their brand-new permanent building. Our two schools led to the establishment of the Bullers Wood Multi Academy Trust, giving opportunities for enhanced professional and career development for colleagues working within the Trust. The successful candidate may be required to work at either school.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description. If you have any questions or wish to visit before applying, please do not hesitate to contact our Human Resources Manager, Caroline Sharp csharp@bwsmat.org.

I very much look forward to receiving your application.

Yours sincerely

Simon Hardwick
Headteacher



An Introduction to Bullers Wood School for Girls

The School

Bullers Wood School for Girls is a highly successful comprehensive 11 – 19 girls' school with boys admitted to the sixth form. We are significantly oversubscribed, with admissions from over 50 primaries, and enjoy an excellent reputation in the community.

The number on roll is 1581, including 425 students in the mixed sixth form. We serve a very supportive community, and parents/carers have a choice of Bullers Wood School for Girls as a comprehensive school or selective education within Bromley and other LAs (Bexley, Kent). The proportion of students eligible for free school meals is below the national average. About a fifth of the total roll is from an ethnic minority background and some 20 languages are spoken. Very few students are learning English as an additional language. The behaviour of students is excellent, with all keen to learn and succeed.

In 2019, 77% of students achieved 5+ GCSE's at A* - C (9-4) including English and Maths, and 40% of A level results were graded A* - B. Our P8 score was well above average at 0.61.

The staff at Bullers Wood School for Girls are friendly, hardworking and conscientious. We actively promote continuing professional development for all staff, in line with the needs of the individual and those of the School. We offer a full and comprehensive induction and ongoing support programme for all new staff. ECTs are allocated a dedicated mentor to support them through their ECT years.

The School is a founder member of the highly regarded Bromley Schools Centred Initial Teacher Training Collegiate which enables our staff to share their expertise and good practice with others. We also train teachers through the Graduate Teacher Programme.

Twenty-two acres of woodland and landscaped grounds surround Bullers Wood House, a mansion with interior design by William Morris and exterior by Ernest Newton – both leading Victorian designers. This makes it unique, creating a high-quality environment and atmosphere which students enjoy and remember.

Our Ethos

Our purpose is to develop well qualified, confident and appreciative individuals who show tolerance and co-operation and are ready to play positive roles in the international community.



Expectations

At Bullers Wood School for Girls, we expect our Teachers to:

- Have a passion for education and be open to innovative approaches in everyday aspects of school life
- Be passionate about their subject area and lifelong learning
- Be committed to securing the best outcomes for all students in the school
- Offer enrichment and extra-curricular experiences related to their subject area and beyond
- Contribute to the overall development of the school
- Be flexible in their approach, adapting to new challenges

In return, we will offer you:

- The opportunity to be part of a forward-thinking team
- The opportunity to work with pastoral and subject leaders to create an exciting and engaging curriculum
- Enhanced professional and career development opportunities
- The opportunity to work across both schools in our Trust



The Post and Specifications

Overview

The position reports to the Head of Art and Photography

Person Specification

Essential:

- The ability to function as an effective member of a team.
- An interest in Art & Photography.
- Good communication, interpersonal and problem-solving skills.
- Willingness to learn new skills.
- The ability to relate to young people.
- A sense of humour.
- A positive and flexible approach to work.
- The ability to work under pressure and on one's own initiative.
- The ability to organise administrative systems to maintain departmental resources.
- The willingness to engage in a training programme to develop the skills necessary for this post.
- Computer literacy or a willingness to be trained in ICT.
- Understanding of and willingness to uphold appropriate health and safety measures
- Commitment and reliability

The successful candidate must be willing to uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

The Role

Job title:	Art and Photography Technician (4 days per week)
Line Leader:	Head of Art and Photography
Hours of duty:	8.00 – 3.35 on Monday - Friday – 35 hours per week. This includes a 35-minute unpaid lunch break and for 37 weeks per annum.
Core purpose:	To provide practical support to the Art & Photography department and staff and to ensure all resources are in place for delivery of the curriculum.

**Preparation of materials:**

- Prepare resources and materials for Art and Photography practical work as detailed by the teaching staff, to include mixing darkroom chemicals
- Set up equipment in the art and photography studios and clean and store after use
- Advise and arrange room changes and sharing of equipment where equipment is in demand or lesson requires a special room

Maintenance:

- Keep Art and Photography areas clean and tidy, particularly after practical lessons
- Regularly check the condition and safety of rooms, studios and darkroom, equipment and materials
- Arrange maintenance, servicing and repair of equipment where necessary

Health and Safety:

- Report to the Head of Art & Photography with regard to Health and Safety as necessary.
- Assist in ensuring appropriate Health & Safety measures are in place in the department
- Represent the department if required on the Health & Safety Committee
- Ensure safety and security of equipment and chemicals in accordance with COSHH and other regulations

Classroom Support:

- Maintain a helpful presence in lessons when this is requested by teaching staff.

Orders and stock control:

- Maintenance, development and organisation of the department's resources.
- Advise the Head of Department on the need for new purchases and replacements.
- Receive, check and store new resources and equipment.
- Conduct an annual stock take of all chemicals, books, and equipment.

Presentation and Display:

- Maintain appropriate displays in liaison with the Head of Department.
- Assist with exhibitions of examination material produced by students
- Support the teachers in ensuring specific students/groups of students are well prepared for their examinations and are able to access the planned curriculum by adapting tasks set to suit the abilities of the student(s). This may take place both within the classroom, or outside it by working with small groups
- Participate as required in the planning process concerned with delivery of areas of the curriculum and development of resources as necessary.
- Encourage students to work independently and facilitate them remaining on task and focussed.



- Liaise with teaching staff and Learning Support/Classroom Assistants on how best to motivate and assist student learning.
- Support and follow the school classroom codes, sanction and praise policy.
- Observe confidentiality
- Undertake occasional cover supervision for absent teachers
- Uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

Other:

- Log receipt and monitor the location of all Key Stage 4 (GCSE) and Advanced level (AS & A2) Art and Photography work
- Attend department meetings as appropriate.
- Relay phone and fax messages to students and staff as necessary.
- Participate in departmental educational visits as necessary.
- Support the Head of Department with administration tasks.
- Organise the photocopying, collection and filing of all resources.
- Any other duties that may be reasonably required

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.

The salary for this position is a BR6 in the range of £23,032 - £25,261 FTE. Based on £23,032, 35 hours per week over 37 weeks the pro rata salary for this post is £17,806.83 ($£23,032 \times 37 \times 28 \div 1675 = £17,806.83$)

The annualised salary is paid in 12 monthly instalments.



How to Apply

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email **Caroline Sharp, Human Resources**, on csharp@bwsmat.org. Please also contact her if you wish to have a conversation with the Headteacher, Simon Hardwick before applying.
- iii. 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. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 8 Letter of Application, please tell us
 - Why you are applying for this post
 - How your experience, skills, training and/or qualifications equip you for the role.
 - Include details of an initiative you have recently led, explaining the contribution/impact it had on your organisation.

Send your completed application form by email (if downloaded from our website) or through the post to:

Mrs Caroline Sharp
Human Resources
Bullers Wood School
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ
csharp@bwsmat.org

Please send your completed application asap.



Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Pre-employment Checks

Bullers Wood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.



Bullers Wood School for Girls and Sixth Form

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