



# ART TECHNICIAN

## RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

### **1. Students first**

Teachers and leaders totally focused upon the educational benefit of our students.

### **2. It's about learning**

Students, teachers and leaders focused upon developing and improving their learning.

### **3. No barriers**

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.



# COUNDON COURT SCHOOL



Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. At Coundon, we drive everything we do through our 3 core principles: Hard Work, Kindness and Respect. We are looking to expand our team of dedicated professionals who excel in their field.

*Chris Heal, Principal*

<b>JOB TITLE:</b>	ART TECHNICIAN
<b>OPPORTUNITY:</b>	<p>This is an exciting time to join Coundon Court School. The school is passionate about building futures for the young people who attend the school. We are looking for someone to join our team as an Art Technician and immerse themselves in an exciting, creative visual environment. You will support teachers in delivering fine art, photography, and textile lessons, ensuring that resources are prepared and classrooms are set up for success.</p> <p>This role offers the opportunity to be part of a dedicated team, passionate about fostering creativity and artistic expression. Your contributions will be vital in enhancing the learning experience for students and facilitating resources for smooth, effective lessons. If you have a keen eye for detail, experience and a love for the arts, this position is perfect for you.</p>
<b>REPORTING TO:</b>	Head of Art
<b>LOCATION:</b>	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust
<b>SALARY:</b>	Grade 3 - £ 20,782 - £21,845 per annum (pro-rata salary) 37 hours per week, Term Time + 2 Weeks (40 Weeks)
<b>BENEFITS:</b>	<ul style="list-style-type: none"> <li>• Competitive rates of pay</li> <li>• Extensive professional development opportunities across the Trust</li> <li>• Career pathways across the Trust</li> <li>• Teacher/Local Authority Pension Schemes</li> <li>• Online retail discount</li> <li>• Employee Assistance Programme</li> <li>• Family Friendly policies to support family &amp; carer commitments</li> <li>• Flexible Working Arrangements</li> </ul>

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

# JOB DESCRIPTION



## Key responsibilities will include:

- General maintenance of all Art and Photography equipment – ensuring all rooms are stocked, paper and fabric cut to size, sink areas are tidy, dark room set up and camera / laptop cupboard is organized and locked etc.
- Maintain stock level of equipment. Re-order stock in good time. Pre-empt any equipment requirements relating to new schemes of work.
- Supporting with all Department Ordering of equipment: Check off all deliveries against orders. Record a running total and maintain up to date pupil purchase record for the department.
- Display – ensure all departmental display boards in all rooms and corridor are well maintained and displays are rotated regularly. Backing paper/borders/plastic displaycoverings.
- Support any school events that involve the Art and Photography department and liaising with other departments: Christmas concerts displays/drama productions/arts week/ art exhibitions etc. This may involve a variety of tasks including sending invites/refreshments/scenery painting/displaying work etc.
- General organisation for examinations. Organise signage, display room changes, label desks, organise equipment etc.
- Assist with Art and Photography club: organise resources for clubs that are run by HOD/teaching staff
- Photocopying/resource gathering/laminating.
- Tidy Art and Photography rooms, emptying drying racks, clean sink area, clear computer areas and from rooms
- Maintain all centralised teaching resources/schemes of work/ paperwork etc.
- Liaise with maintenance staff about any repair work needed.
- Maintain and check camera equipment – ensuring all batteries are charged.
- Maintain the running of the darkroom, ensuring all chemicals are mixed when needed and ensure all booths are fit for purpose.
- A knowledge and understanding of the darkroom process is desirable but not essential.
- A knowledge of Screen-Printing process is desirable but not essential (Training can be provided in house)
- Experience or knowledge of 2D design, the laser cutter and adobe photoshop would desirable but not essential (Training can be provided in house)

## 1. Other duties

- To participate in in-service training as deemed appropriate for professional development.
- To support school functions as directed by the head of Art and Photography.
- To participate in appropriate meetings with colleagues, parents etc. relative to the above responsibilities and duties.
- To participate in Performance Management and appraisal and review arrangements.
- Carrying out any other duties which may reasonably be assigned by the Head of Art and Photography.

All duties and responsibilities must be carried out with due regard to the school's Health and Safety Policy.



## PERSON SPECIFICATION

### Qualifications/ Knowledge

- Qualification in a visual art (or experience that demonstrates equivalent abilities)
- Proficient knowledge of Microsoft Word and Excel
- Excellent knowledge and understanding of art education
- Understanding of safeguarding

### Experience

- Experience supporting art workshops or teaching in an academic environment
- Experience demonstrating a basic knowledge of technical art requirements in schools
- Experience of working with groups of secondary school aged children (desirable)

### Skills

- Excellent interpersonal skills; ability to relate well to people on all levels and work well within a team
- Excellent written and spoken English; the ability to articulate + communicate clearly in a professional manner
- Ability to effectively plan, resource, and organise projects / tasks, using IT resources where appropriate
- Excellent problem solving skills and ability to prioritise and use initiative in challenging situations
- Excellent research skills

### Personal Competencies and Qualities

- Being an excellent and enthusiastic role model who wants to inspire and pass on visual skills and expertise to young people
- Willing to be flexible and pragmatic when things change – ‘can do’ attitude
- Commitment to a safety culture



## HOW TO APPLY

CLOSING DATE:	Friday 9 August 2024 (Midday)
INTERVIEWS:	W/C 12 August 2024

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- Coundon Court Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

**The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment. The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.**

