

## ART TECHNICIAN

### Support Staff Role

Grade 5 SCP 7 - 12



Candidate Information Pack  
02 March 2026 - 31 August 2027 (Temporary)

# Welcome from the Chief Executive

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Welcome and thank you for your interest in joining our team. It is with great pleasure and enthusiasm that I introduce you to the **Providence Learning Partnership** and our lead institution, **Durham Sixth Form Centre**.

Providence Learning Partnership is a forward-thinking Trust established with a clear mission: transforming lives through education. Our Trust prioritises excellence in teaching and learning, recognising the uniqueness of each student in celebration of diversity and inclusion. Working collaboratively, we embrace expertise and innovation, contributing to the North East of England through the cultivation of lifelong learners. While our roots are firmly planted in the success of Durham Sixth Form Centre, we are currently in an exciting period of growth. We are working closely with the Department for Education and Durham University to establish the Durham Mathematics School - a specialist city-centre provider for A Level mathematicians, scientists, and computer scientists - with further announcements expected in the coming months [durham-mathematics-school.org.uk](https://durham-mathematics-school.org.uk).

## Our Lead School: Durham Sixth Form Centre

As Principal of Durham Sixth Form Centre, I am immensely proud of our standing as a large, "outstanding" post-16 provider. With approximately 1,800 students drawn from over 60 secondary schools across the region, we operate as a "mini-university" in the heart of Durham City. Our campus blends history with innovation, from our original 1913 building to our science wing, 200-seat theatre, state-of-the-art Digital Media Centre, and on-site Art Gallery.

Our results consistently place us among the top providers nationally. In 2025:

- **A Levels:** A\* and A\*-B grades continue to be higher than the national average which correlates in an above average value added score.
- **Applied General:** Attainment is ranked in the top 2% nationally, with 93% of students achieving Distinction\* or Distinction grades.

## Our Values

At the heart of our Trust is a commitment to the whole person. Whether through our Trust Development Plan or our daily interactions, we are guided by four core values:

- **High-quality, inspirational teaching and learning.**
- **Excellent support, care, and guidance.**
- **Personal and professional integrity.**
- **Ambition and progress** for our students, our communities, and ourselves.

We recognise that an exceptional educational experience is only possible through the dedication of our staff. This is why we prioritise professional growth, achieving Investors in People Platinum [and Employer of Year 2025] and CPD Mark accreditation. As noted in our most recent full Ofsted inspection, we have established a culture where students and staff alike flourish in an environment of high expectations and personal excellence.

## Join Our Journey

We are looking for individuals who are energetic, passionate about post-16 education, and eager to contribute to a collaborative mission. If you have the skills and aptitude to help us shape the future of post-16 education, based in Durham City, we would welcome your application.

I am excited about the possibilities that lie ahead and look forward to the potential of working together.

Ellen Beveridge  
Principal, Durham Sixth Form Centre  
Chief Executive, Providence Learning Partnership

# Welcome to the Arts and Humanities Faculty

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Thank you for your interest in the role of **Art Technician**. We hope you are reading this because you are talented, enthusiastic and eager to join a successful and ambitious department at a truly transformative moment. This position has arisen to support our busy, growing team as we enhance our arts outreach and establish ourselves as a regional leader in creative education.

**Who are we?** The Art Department is a cornerstone of the Arts and Humanities Faculty, one of three faculties within the school. We are a dedicated team of creative practitioners with an established track record of outstanding practice. Our broad curriculum celebrates the diversity of the subject, offering A Level Art, Craft & Design, Fashion & Textiles, Fine Art, Graphics, Photography and the L4 Foundation Diploma in Art, Design and Media Practice.

At Durham Sixth Form Centre, our students are curious, engaged and highly ambitious. We maintain a strong commitment to academic excellence while ensuring our provision prepares students for the careers of the future. In collaboration with our students, we secure successful progression routes to higher education, apprenticeships and employment.

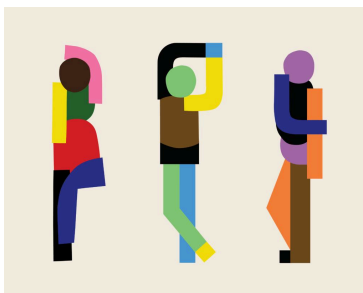
**Excellence and Advocacy** Housed in a purpose-built visual arts centre, our department is supported by a leadership team who actively advocate for the arts. Due to this well-established culture, we have been awarded **Artsmark Platinum** by Arts Council England, who commended our work:

- *'The panel highly commends your continued commitment to the arts and the wide impact this is having on, not only your own school community, but on colleagues and pupils at a national level.'*
- *'Your advocacy of the arts, and utilisation of them as a vehicle for social mobility, are impressive.'*

**An Outward-Facing Creative Community** We are an outward-facing team that thrives on collaboration. Our curriculum is enriched through an extensive programme of high-profile work with partner organisations such as **Lumiere, The Big Draw, Durham University**, and **The Forge**. You can see our vibrant community in action on our Instagram: [@dsfcart](#).

**A Hub for Innovation and Community** You join us at an incredibly exciting time as we continue to expand our reach as a regional centre for excellence. Our **Artist-in-Residence programme**—now in its eighth year and supported by external funding—continues to go from strength to strength. This programme, alongside our commitment to providing an accessible community arts offer, is at the heart of our contemporary visual arts space: [The Dead Dog Gallery](#).

As a technician, you will play a vital role in this onsite gallery, supporting a rotating calendar of professional exhibitions and residency outcomes that bridge the gap between our students and the wider creative industry.



## The Role

JOB TITLE	Art Technician
CONTRACT TYPE	Temporary 02.03.26 - 31.08.27
HOURS	37 hours, Whole Time
GRADE	Grade 5 SCP (7-12) £26,403 - £28,598
START DATE	2nd March 2026 or as soon as possible

### ADVERT

We are looking to recruit an Innovative **Art Technician** to join our outstanding sixth form team, part of the Providence Learning Partnership, where your mission is to be the technical and creative heart of a successful, ambitious Arts and Humanities Faculty. This is an incredible opportunity to make a profound difference by supporting the realisation of student outcomes, high-level creative projects and initiatives.

#### What Makes This Role Exciting?

The Art Technician role delivers high-level technical assistance, exceptional student support and leads promotional activity as the department enhances its influence, striving for academic and personal excellence.

- **Student Success & Academic Impact:** Drive creative and academic achievement by providing 1:1 technical guidance, digital support and portfolio development to help students reach their full potential.
- **Teaching & Learning Enhancement:** Facilitate specialist workshops and raise attainment levels to prepare students for higher education and careers in the creative industries.
- **Operational Excellence:** Ensure the smooth daily running of the department by maintaining studio spaces, managing equipment/resources and overseeing administrative processes.
- **Assessment & Organisation:** Coordinate the logistical side of assessments to support efficient curriculum delivery.
- **Safety & Environment:** Maintain a proactive approach to health and safety, ensuring a safe, inspiring and well-organised environment where staff and students can thrive.
- **Creative Community & Enrichment:** Support the department's broader initiatives, including exhibitions, the **Artist in Residence** programme and the **Dead Dog Gallery**.
- **Professional Practice:** Connect students with authentic creative experiences that bridge the gap between the classroom and the professional art world.
- **Departmental Advocacy:** Act as a passionate advocate for art education, helping to position Durham Sixth Form Centre as a regional leader in art and design.

#### We are looking for someone who:

- Enthusiastic and energetic with a strong drive to support students and the team.
- Excellent interpersonal and communication skills, able to engage students and collaborate effectively with staff, visiting artists and external partners.
- Technically skilled in art, design and digital media, with practical competence across specialist techniques.
- Digitally literate and IT proficient, including Adobe Creative Suite.
- Social media savvy, confident in promoting work and projects online.
- Organised and efficient, with strong time management skills.
- Adaptable and proactive, able to respond flexibly to changing demands and new opportunities.
- Passionate about art education, committed to supporting the values, vision, and direction of the school.

#### Why choose us?

- Be a part of an Investors in People: Platinum [Employer of the Year 2025] organisation.
- We are a flourishing high-performing sixth form where students achieve and exceed their potential.
- Be part of a team that's ambitious, supportive and driven by purpose.
- Benefit from personalised CPD, leadership coaching, and genuine career progression.

**Join Durham Sixth Form Centre as a Skilled Art Technician. Bring your technical expertise to our vibrant creative community and help shape the work of post-16 students in a high-performing environment. We are located in the heart of Durham, just 20 minutes from Sunderland and 30 minutes from Newcastle city centre**

**Please remember: This position is subject to being closed early so don't hesitate to get in touch.**



# Job Description

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Schools rely on the professional input and expertise of a range of staff. 'Support staff' is a generic title for all staff who do not teach. Some support staff work alongside teachers and some work behind the scenes to ensure that there is an efficient infrastructure within our school which supports effective teaching and learning to take place. Support staff contribute in many ways, directly and indirectly, to student outcomes and the school's Ofsted judgement and are integral to both. Approximately half of all of our employees are support staff.

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## KEY AREAS OF RESPONSIBILITY

### 1. To support and enhance student academic outcomes:

- Act as a creative mentor, supporting individual and small groups of students in pursuit of their academic outcomes and the development of technically ambitious and conceptually strong work.
  - Provide on-demand technical tutoring in specialist practical techniques and processes, including a wide range taught across all creative endorsements.
  - Deliver digital and technical support, including troubleshooting IT and Google account issues in collaboration with the IT team, and assisting with printing and digital workflow.
  - Support teaching and learning through (occasional) lesson cover, trips, holiday catch-up sessions and small group interventions to raise attainment and foster independence.
  - Act as an Adobe Master, guiding students in the use of Adobe Creative Suite to enhance their creative outcomes and portfolios.
  - Support teaching staff in the day-to-day facilitation of practical lessons in both set-up and clean down.
  - Support the team in organising, storing and presenting student work during periods of assessment, standardisation and moderation.
  - Undertake teaching and learning administration in support of the art department team with a view to ensuring smooth delivery of departmental operations.
  - Contribute towards team meetings and planning.
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### 2. To be responsible for effective and timely maintenance, upkeep and management of teaching spaces, equipment, materials and resources:

- Ensure the studio, exhibition and communal spaces are kept in good housekeeping order.
  - Be responsible for the maintenance and set-up of specialist equipment and materials across a range of subject areas and specialist provisions, including the kilns, sewing machines and dark room.
  - Keep up-to-date risk assessments and adhere to H&S regulations.
  - Be responsible for the upkeep of resources, materials and equipment across the department, ensuring studio stock is rotated and maintained as necessary.
  - Manage an organised and effective ordering system, in line with department needs and school finance systems.
  - Organise and maintain shop stock, keeping accurate financial records in liaison with the line manager and the finance department.
  - Ensure notices/displays are maintained and up-to-date in line with work appropriate to the department.
  - Liaise with IT and Premises colleagues as appropriate when technical issues arise.
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### 3. To lead the promotion and celebration of the art department:

- Take a lead role in the planning, curation and realisation of student exhibitions and events.
  - Support our students in realising their aspirations through exhibition, including support with print, digital showcases, catalogues, documentation etc.
  - Taking a lead role in the promotion of student exhibitions and events.
  - Taking an active role in supporting wider departmental/ whole school events that positively showcase the work of our teams and students, including open events, networks and exhibitions.
  - Actively, photographically, document departmental activity on a day-to-day and targeted basis.
  - Take responsibility for further developing and leading campaigns through our online social media channels to promote student and department achievements.
  - Take a lead role in the development of marketing and publicity linked with advocating for creativity and the arts.
  - Seek out, organise and promote wider opportunities to engage and celebrate success (exhibitions, call-outs, competitions, campaigns etc).
  - Maintain departmental displays, supporting colleagues in ensuring teaching spaces are purposeful and inspirational.
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*For the right candidate, this role could contribute more broadly to the department's exciting phase of expansion as it further enhances arts outreach.*

- 4. To support transformational growth and outreach, playing an active role in supporting the growth of the department's public-facing programmes, fostering creative engagement across students, staff and the wider community:**
- Work directly with the newly established Dead Dog Gallery, a contemporary visual arts space situated on-site at Durham Sixth Form Centre in the delivery and realisation of a busy programme of exhibitions, events and classes.
  - Play a key role in supporting the department's Artist in Residence (AiR) initiative.
  - Support the delivery of the community class programme, helping to build participation and engagement across a diverse range of audiences.
  - Support the delivery of the department's funded primary school gallery visit programme, providing a welcoming and educational experience for visiting groups.
  - Contribute to the Foundation Art, Design and Media (FADM) curriculum through specialist tutoring, workshops and technical demonstrations.
  - Guide university and art school applications, including interview preparation and portfolio review.
  - Support the after-school art club programme, enriching the student learning experience beyond timetabled lessons.
  - Work flexibly to accommodate (what may be a limited number of) negotiated, evening and weekend commitments, ensuring inclusive access to creative learning opportunities.
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## **UPHOLD THE PROFESSIONAL STANDARDS OF THE SCHOOL BY:**

- Being a role model to students through personal presentation and professional conduct.
  - Attending staff meetings and briefing, as required.
  - Arriving at sessions, on or before the start, and to begin and end on time.
  - Being familiar with Trust and school handbooks.
  - Striving for personal and professional development through active involvement in appraisals.
  - Maintaining a working knowledge and understanding of the National Occupational Standards for Support Staff.
  - Undertaking any reasonable task as directed by any senior member of staff.
  - Being involved in extracurricular activities where appropriate and in line with the Local Collective Agreement 2012.
  - Establishing a climate for learning in line with the school's policies and procedures, to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with others.
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## **MODELLING**

- Model the values, ethos and vision of the school in pursuit of excellence and equity, valuing individual achievement.
  - Help build, communicate and implement a shared vision.
  - Be a role model and actively promote high expectations for all members of the school community through your role within the structure.
  - Contribute to the efficient management of school routines.
  - Being an appraisal team member in line with school policy.
  - Being aware of the responsibility for personal health, safety and welfare and that of others who may be affected by individual action/inaction.
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## **TRAINING/QUALIFICATIONS**

- The employee will be expected to undertake on-going research to develop their knowledge base and will undertake any CPD, inset and qualifications as deemed necessary by the Principal.
  - Where formal qualifications are identified the employee will be required to sign an agreement to reimburse the school of any training costs incurred if the employee leaves before qualification and/or if they leave before a period to be specified after qualification.
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## **ADDITIONAL HOURS**

- In the event where the Principal requests additional hours to be worked over and above the contractual hours, TOIL will be given at a flat rate as per Local Collective Agreement 2012. Timesheets must be submitted and approved by the Principal.

Day	Total hours in school	Hours	Lunch break	Total hours worked
Monday	8 hours 45 mins	08.30 - 17.15	30	8 hours 15 mins

Tuesday	8 hours	09.15 - 17.15	30	7 hours 30 mins
Wednesday	8 hours	09.15 - 17.15	30	7 hours 30 mins
Thursday	8 hours	09.15 - 17.15	30	7 hours 30 mins
Friday	6 hours 45 mins	09.15 - 16.00	30	6 hours 15 mins
				37 hours

## Person Specification

APPLICATION	Essential	Desirable
A well-structured letter of application.	*	
Fully supported in references.	*	
QUALIFICATIONS AND TRAINING		
Qualified with GCSE English and Maths to a grade A*- C/9-5.	*	
Educated to degree level (or currently studying) in a practical Art or Design-based discipline.		*
EXPERIENCE AND KNOWLEDGE		
Proven ability to demonstrate practical and technical competence across a range of art and design techniques.	*	
Experience of working with young people and/or within an educational environment.	*	
Previous experience working specifically as an Art Technician or in a similar creative support role.		*
SKILLS		
Technically skilled in art and design media, with the confidence to lead practical demonstrations in specialist techniques.	*	
Digitally literate and IT proficient, including professional experience with Adobe Creative Suite.	*	
Social media savvy—confident in using digital platforms to promote student work, department projects and gallery events.	*	
Outstanding interpersonal and communication skills; able to engage and inspire students effectively.	*	
Ability to motivate and challenge students to reach their full potential.	*	
PERSONAL QUALITIES		
Highly organised with strong time-management skills; able to evaluate, monitor and prioritise a varied workload.	*	
Adaptable and proactive, with the ability to respond flexibly to creative opportunities.	*	
A proactive self-starter who is energetic, driven and enthusiastic.	*	
Deeply passionate about art education and committed to supporting the values, vision and direction of Durham Sixth Form Centre.	*	
An exemplary record of health and attendance.	*	
COMMITMENT, EQUALITIES AND SAFER RECRUITMENT		
Commitment to upholding and promoting the trust values with honesty, loyalty and fairness.	*	
Promote and safeguard, at all times, the welfare of children and young adults.	*	
Demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the appropriate policies.	*	
Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with young people and colleagues.	*	



# Application Guidance

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The Trust seeks to ensure that we appoint the right candidate to each job and that applications for employment are treated in a fair and consistent manner. Candidates are responsible for ensuring that they complete all sections of the Application Form in sufficient detail and submit a separate Letter of Application to ensure that both can be properly assessed against the criteria shown in the job description and person specification. Any information provided on CV's will not be considered for short-listing purposes. If little or no information is provided on the application form, it will be impossible to assess your suitability and you will not be considered for an interview.

## 1. APPLICATION FORM

The Application Form should be completed in one of two ways:

1. Using either the [GoogleForm](#) and submitting the completed Application Form.
2. Using our Word Document and emailing it to [staffvacancies@durhamsixthformcentre.org.uk](mailto:staffvacancies@durhamsixthformcentre.org.uk).

Both options are available on our website at [www.durhamsixthformcentre.org.uk/vacancies/](http://www.durhamsixthformcentre.org.uk/vacancies/)

## 2. LETTER OF APPLICATION

The supporting Letter of Application is a separate document and should be no more than 1,000 words. It should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification.

Please upload the Letter of Application with the GoogleForm above or alternatively email your Letter of Application with your Word Application Form to [staffvacancies@durhamsixthformcentre.org.uk](mailto:staffvacancies@durhamsixthformcentre.org.uk).

## RECRUITMENT DATE(S)

<b>CLOSING DATE</b>	10am, Monday 2 February 2026 <i>NB: This position is subject to being closed early.</i>
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Applications received after the closing date/time will not be considered.

## DISABILITY

Please complete this section to help us ensure a fair and inclusive recruitment process. Under Section 60 of the Equality Act 2010, we collect this information for the following specific reasons:

- **Adjustments:** To establish whether we need to make reasonable adjustments to enable you to take part in the selection process (e.g., interview access or alternative assessment formats).
- **Positive Action:** To take positive action in supporting employment for disabled people. Applicants with disabilities will be granted an interview if the essential job criteria are met.
- **Suitability for the Role:** To establish whether you will be able to carry out a function that is intrinsic to the work concerned.

## FURTHER ASSISTANCE

All information is available in alternative formats. Should you require an alternative format or need any further assistance please contact [staffvacancies@durhamsixthformcentre.org.uk](mailto:staffvacancies@durhamsixthformcentre.org.uk).

## AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

# Shortlisted Candidates Guidance

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## REFERENCES

All appointments will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers. Staff at Durham Sixth Form Centre work directly with young people therefore the school reserves the right to seek references prior to interview and this may include references from your current, most recent or previous employers. All referees will be asked about disciplinary offences, even those which have expired prior to an offer of employment. Please note that an offer of appointment will not be made until satisfactory references have been received.

## DIGITAL CHECKS

An online search will be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with the most current version of Keeping Children Safe in Education. This search does not form part of the shortlisting process and candidates will have the chance to discuss any issues of concern that may arise during this search at interview.

## SAFEGUARDING

Providence Learning Partnership is committed to safer recruitment processes, safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. We conduct pre-employment checks in line with the most current version of Keeping Children Safe in Education and the Trust's Safeguarding Policy which is available on our website. It is an offence to apply if you are barred from regulated activity relevant to children.

## DBS

An application for an Enhanced DBS certificate will be submitted for all candidates once they have been offered the position. If candidates are registered with the DBS Update Service, they must give Providence Learning Partnership consent to check their status. The Trust complies with the Code of Practice issued by the Disclosure and Barring Service. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Please note this post is exempt from the Rehabilitation of Offenders Act 1974. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, you are required to disclose information concerning convictions including those which for other purposes are regarded as spent under the Act. A disclosure will be requested for the successful applicant for this post.

## RIGHT TO WORK

Candidates who have been offered the position will require a UK Right to Work Check.

## PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

## EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to continue to develop a more diverse workforce and we positively welcome applicants from all sections of the community. With regard to recruitment and selection, the Trusts ensures that no job applicant receives less favourable treatment on the grounds of sex, marital status, race, colour, ethnic origin, age, disability, sexual orientation, religion or belief, political beliefs, unrelated criminal conviction(s).

The Equal Opportunities Monitoring Form is not part of the selection process. It will be used purely to monitor diversity of applicants.

## CONDITIONAL OFFER OF APPOINTMENT

All offers of employment are conditional, subject to satisfactory pre employment checks including references, enhanced DBS check (with barred list checks), proof of identity, right to work status, qualifications (if applicable) and medical clearance by our occupational health service (if applicable).

## Staff Benefits

At our Trust, we deeply value the health and wellbeing of our staff, recognising that a happy, supported team is essential to delivering the best outcomes for our students. We are committed to fostering a positive working environment where staff feel cared for, empowered, and equipped to thrive both personally and professionally.



### Pension scheme

All contracted members of staff will be automatically enrolled into either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate).



### National terms and conditions

We offer national terms and conditions in line with the School Teacher's Pay and Conditions document (STPCD) and Burgundy Book for teachers or the NJC Green Book for support staff.



### Training and development

Professional development opportunities aimed at the continuous process of enhancing your skills, knowledge and competencies discussed with your appraiser on an individual basis.



### City centre parking

Durham City Centre barriered private parking for staff whilst at work which extends to free all year round parking, 24 hours a day, 7 days a week, 365 days a year.



### Staff wellbeing working group

For the staff, by the staff, our wellbeing working group meet at least 3 times a year and is open to all members of staff. To date the group has raised money for charity, built a Staff Wellbeing portal, organised socials, sporting events and family days out.



### Healthcare services

All staff benefit from a range of comprehensive health and wellbeing services including: GP service which gives staff the access to a General Practitioner around the clock, 24/7, access to nurse support services and physiotherapy provided face-to-face at times, dates and locations convenient to our staff.



### Live webinars

Online webinars for Mental Health First Aid and Stress Coaching are available to staff which run frequently throughout the year with a choice of dates and times.



### Health and Wellbeing

Free Flu vaccines, menopause counselling and access to financial wellbeing coaches through our staff absence insurance policy.



### Daily breakfast

We provide a selection of hot drinks, cereals, croissants, toast and jams complimentary each morning in the refectory for staff and students.



### Lifestyle

Our lifestyle benefits include shopping discounts with hundreds of online and high street retailers and discounted gym membership.



### Free Will Writing Service

Organised through the Financial Guys, all staff are provided with a free single basic Will which also includes a 50% discount for partners.



### Blue Light

Blue Light Card have now added Teaching and Support staff to the list of careers that are able to apply for their card. When applying please upload your staff ID badge as evidence.



### Working From Home

We are currently trialling working from home. This arrangement supports flexible working and recognises that some tasks, such as planning, marking and resource development, can be carried out more effectively in a quiet, uninterrupted environment.



**THE AWARD FOR UK EMPLOYER  
OF THE YEAR: PLATINUM (50-249)**