



GLOUCESTER
ACADEMY



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Proud to be part of the

GREENSHAW
LEARNING TRUST

RECRUITMENT PACK

Gloucester Academy
Painswick Road,
Gloucester,
GL4 6RN



Telephone: 01452 428800

Email: info@gloucesteracademy.co.uk

Dear candidate

Thank you for your interest in the role of Art Technician at Gloucester Academy. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

Gloucester Academy ensures that students and staff can develop and learn in a disruption free environment with exceptional standards. Our school is dedicated to the achievement of all and as such we provide exceptional training and education not only for our students but also for our staff whom we value equally.

Gloucester Academy has an exceptional track record of improvement with results last year making us the 11th most improved school in the country. In our latest Ofsted inspection Gloucester Academy achieved Outstanding in Personal Development and Good in every other category putting it above the vast majority of schools in the area. Our Ofsted result is a testament to the dedication of all staff in the school, the students and the support of the community. Gloucester Academy is an exceptional and incredibly successful school and is looking for like minded individuals who are committed to making a difference.

We are based in central Gloucester which in itself is in a beautiful area of the country and provides access to the Cotswolds whilst maintaining close proximity to Bristol and Cheltenham. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and exciting challenges. At Gloucester Academy we make a real difference to the lives of all we serve.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty seven schools: eleven in South London, seven in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our

colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our ['Why you should work for GLT'](#) recruitment brochure on our jobs portal.

Gloucester Academy is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Christine Osment:

cosment@gloucesteracademy.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Phillipa Lewis, Headteacher

ABOUT OUR SCHOOL

At Gloucester Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Gloucester Academy a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

GREENSHAW LEARNING TRUST EMPLOYEE BENEFITS

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

TERMS AND CONDITIONS

SALARY

Salary calculated in line with support staff pay scales. Grade C, Points 3-6 (£24,027-£25,183) FTE, (£9,209 - £9,652) Actual Salary

HOURS OF WORK

Hours of work are Monday to Friday, 16 hours per week., working times to be discussed with the candidate. This is a permanent position, working Term Time, plus INSET Days.

PLACE OF WORK

Gloucester Academy, Painswick Road, Gloucester, GL4 6RN.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Art Technician
Responsible to:	Head of Art
Responsible for:	N/A

ROLE OVERVIEW

We are looking for an enthusiastic subject specialist to join our committed Art faculty. The successful candidate will motivate, challenge, support and inspire our students. The ideal candidate ideally will have relevant experience in a similar role with a proven track record. Additionally, if you are looking to start a career in this area and without experience we would love to hear from you, and support you with your journey.

The Art Faculty at Gloucester Academy is committed to ensuring that all students from KS3 and KS4 are exposed to a World Class Curriculum that offers them the opportunity of first class teaching and learning. A curriculum which offers full coverage of the vital key skills and knowledge needed in order to achieve high end outcomes at GCSE and to develop a love of the arts and the cultures that surround them. Students at KS3 have two lessons a fortnight and those choosing the subject at KS4 have 5 hours a fortnight

The role of the Art Technician is to work with the Art faculty to facilitate the organisation and provision of art lesson materials in lessons, to support demonstrations where necessary, to maintain the cleanliness of the Art department and to ensure stock levels in the faculty are kept at the appropriate level. The role would suit someone who is organised and passionate about engaging with young people as they develop an appreciation and love of art.

MAIN DUTIES AND RESPONSIBILITIES

- To coordinate the use of practical resources and facilities whilst providing assistance and advice to meet the practical needs of the Art curriculum
- Maintaining the Art area to ensure a clean, safe and orderly environment
- To co-ordinate the day-to-day organisation and development of materials needed at Key Stages 3 and 4
- To ensure the availability of suitable materials and equipment, compiling orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels
- Keeping accurate up-to-date stock records
- To ensure that both routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment are carried out to the required standard
- Cleaning of equipment used in lessons
- Support the staff and students in the classroom environment to assist in the learning process where appropriate.
- To attend relevant wider school and Trust based training sessions
- To actively contribute to the performance management and appraisal process

SUPPORT STAFF COMMUNICATION

- Liaise with the Senior Leadership, Shared Services staff, parents and the wider community, dealing with immediate issues, as appropriate.
- To keep abreast of any long-term projects for the school.
- Act as a point of contact for matters relating to the Ofsted inspection arrangements. It is expected that the postholder would work additional hours during an Ofsted inspection which may mean weekend working as well.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

COMMUNICATIONS, MARKETING AND LIAISON

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings, Academic Review Days, liaison events with partner schools, etc.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
A good relevant education to A Level or equivalent	x	
Willingness to undertake further CPD.	x	
You must hold a valid UK driving licence		x
Experience of using Bromcom or other relevant MIS		x
Evidence of wider professional development		x
Further qualifications or training relevant to the role		x
Good Hons. Degree.		x
Skills and experience		
Experience in Pastoral support or relevant work with young people in one of a range of fields such as education, youth work, health and social work.	x	
Experience of supporting vulnerable children and awareness of relevant legislation.	x	
Able to demonstrate empathy; to be supportive, patient and caring and be able to manage potentially volatile situations.	x	
Able to demonstrate a commitment to school improvement and raising achievement for all students.	x	
Able to work as a member of a team and liaise effectively with others.	x	
Able to maintain a consistently positive approach and give constructive feedback.	x	
Able to adapt to changing role requirements.	x	
Able to keep accurate written records and assist with monitoring and evaluation.	x	
Ability to build positive working relationships with colleagues, members of the public and other relevant stakeholders.	x	
Demonstrate a proven ability to communicate effectively including report writing and presentation skills, with the ability to present findings in a clear and concise format.	x	
Able to support the implementation of the school's Behaviour Policy.	x	
Able to maintain confidentiality and data security.	x	

Personal attributes		
Able to establish good working relationships with a wide range of people - students, colleagues and parents	x	
A willingness to become involved in all aspects of school life	x	
Committed to the safeguarding of children	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on Sunday 15th June 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on a date to be confirmed. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post on 1st September 2025 or sooner if possible.



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