



**MONK'S WALK**  
**SCHOOL**

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# **Art Technician Candidate Information Pack**

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**'Excellence for All'**

## This post

We are seeking an enthusiastic colleague to join us as an Art Technician from January 2023 if possible.

Closing date for applications: **noon on Monday 28 November 2022.**

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### Key facts about Monk's Walk School

#### All Ability

For students aged 11-18 of all abilities. Over 1380 students

#### Popular and oversubscribed

690 applications for 236 places in Y7. 96% of parents say they would recommend the school (Parent survey June 2021)

#### Strong ethos

Inclusive ethos with focus on mutual respect and good behaviour. We aim for our students to be co-operative, courteous and kind.

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#### Academically successful

Great outcomes at both GCSE and A Level.

#### Broad Curriculum

24 courses delivered at GCSE and 26 at A Level, including Physics, Chemistry and Biology

#### Broad extra-curricular programme

A wide programme of activities, trips and visits

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#### Popular sixth form

252 in the sixth form and a member of the Welwyn Hatfield consortium.

#### Strong focus on wellbeing

For both staff and students. 98% of staff say they enjoy working at MWS (Staff Survey July 2021)

#### Strong focus on staff development

We are committed to staff development

## Our school

We are a mixed school of about 1,380 11-18 year old students in Welwyn Garden City, a Hertfordshire new town on the outskirts of London. Transport links are superb – direct rail links to London in less than 30 minutes; M1, A1(M), M11 and M25 all minutes away. WGC is a pleasant place to live – it even has John Lewis! The school is situated in a greenbelt area in the prosperous northwest corner of the city. Our grounds are magnificent and the view from the school is lovely. In September 2020 we opened a new teaching block to replace one of the more rundown ones.

Monk's Walk is a genuinely comprehensive school, although the intake profile is changing – the prior attainment of students coming into the school is rising. The number of students with learning challenges is below the national average, with 11.6% supported at school action plus or with an Education and Healthcare Plan (EHCP). Our support for students with SEND is a real strength of the school.

We have a small number of blind or partially sighted students who receive specialist support. We also work very closely with Knightsfield School, a special school for deaf children on our campus.



Parental confidence in the school is high; there were 690 applications for 236 places in Year 7 for September 2021, with 200 of those as first preference. Each year we hear appeals for students wishing to join the school.

The school has an extremely effective behaviour policy and in general behaviour is very good indeed. Our students want to learn and our parents are, on the whole, extremely supportive. Attendance is high. Our aim is for our students to be co-operative, courteous and kind.

There is a genuine 'buzz' around the school and we have a very strong reputation in the city. In February 2018, the school was judged once again by Ofsted to be 'good' - please read the inspection letter which can be found on our website (or on Ofsted's) should you wish to apply. We were really pleased with the comments made by inspectors.

GCSE exam results in 2022 were outstanding. In the basics, 61% of students gained a strong pass in English and maths and 79% a standard pass. This puts us well above the national average. Our attainment 8 was 55.6, we expect progress 8 to be a strong positive. Results in English at GCSE and A Level are very good indeed.

In terms of progress, disadvantaged and SEND students do better in the school than they do nationally. BAME students attain very well and have good progress, as do each of the ability groups. We pride ourselves on the fact that Monk's Walk is an inclusive school.

The school has about 259 in the sixth form and this is the largest sixth form the school has ever had. We are also a member of a consortium with four other schools which provides a wide range of opportunities for students. Monk's Walk has the largest sixth form of the five schools and currently we have guest students in Year 12 and 45 in Year 13. At Monk's Walk we concentrate on providing A Level only (with the exception of iMedia), with decent numbers of students studying the facilitating subjects. Vocational programmes can be taken at Oaklands College or in other consortium schools.

Sixth form results in 2022 were outstanding, but our ambition is for them to be even better. Our average point score per entry was 42.09, way above national results. We are very proud of the destinations of our sixth form students. In 2022 all students who applied made it to their first or second choice university, high quality apprenticeship or employment. Students access a range of universities, including two to Cambridge in 2022.



We do not pursue academic achievement at the expense of the wider development of the individual, however. Form tutors, heads of year and heads of house all have important roles in the social, personal and academic support of individuals. Our house system is strong, providing a range of all-ability competitions and activities for mixed age groups. Recently we have become the first school in the country to have a recycling machine with the credit going as house points. All members of staff are allocated a house, except me who has to try to stay impartial of course.

Unfortunately, some schools are making cuts in creative subjects such as Art, Music, Drama and PE and even some DT specialisms. At Monk's Walk, these subjects are strong as we see these areas providing important learning opportunities for our students. All of these subjects are running at GCSE and A Level.

We have a full orchestra (as well as other musical groups), thriving Art, Music, PE and Sport and an outstanding Drama department. Members of other departments involve themselves in extra-curricular activities in Music, Sport and Drama.

Knightsfield School (a special school for deaf children) is co-located with Monk's Walk School. We have an outstanding partnership arrangement; at key stage 3 Knightsfield students join classes in Art. A few students are also integrated into GCSE groups. Knightsfield students join ours for lunch every day in our canteen in B Block. One of our music teachers teaches at the school.

The school became an academy in September 2012. The decision to convert was purely pragmatic and trustees have no intention to make changes to teachers' pay and conditions beyond those made as part of national agreements.

Induction, training and continuing professional development have a very high priority in the school. All staff have an induction programme on joining the school.

## **Safeguarding at Monk's Walk**

Safeguarding at Monk's Walk takes precedence over any other activity in the school. It's vitally important to us that students feel safe in school so they can learn and thrive. As part of the recruitment process, we will ask about safeguarding students and obviously questions about candidates' suitability to act as a counsellor in a school. References will be sought and an enhanced criminal records check will be undertaken for this position.

## **The Art Department at Monk's Walk**

Monk's Walk Art and Photography department is a very popular and progressive department, keen to excel in not only the school but in the local area, with many choosing either Art and/or photography in Key stage 4 and Key stage 5 for A level and GCSE's. We are constantly working towards maintaining our reputation for quality teaching and learning as well as constantly working towards excellent progress and attainment. The role of an Art technician is essential in facilitating this school and departmental goal.

There are four members of the team, including the head of art and photography, Steven Frow. All teachers are involved in the development and progression of the department and we would expect all staff including support staff to work towards the same vision and participate in achieving our school and departmental goals.

A key role of the Art and Photography Technician is to ensure that we are able to deliver the best possible experience and environment in photography and art lessons. This role needs to be proactive, rather than reactive. The postholder may bring knowledge of this from their current role in a work or education setting with or without subject knowledge. Certainly, he or she will need to have well developed team working and communication skills.

# Job description

**Post Title:** Art Technician  
**Job Grade:** H2  
**Responsible to:** Steven Frow, Head of Art and Photography

## Job Purpose

- To support and resource the department to facilitate the delivery of teaching and learning in the Art and Photography Art Department.
- Work collaboratively with the current art technician (working on different days)

## Key Processes & Responsibilities

- Collecting together materials and equipment as requested
- Distribution, organisation, collection and return of equipment, apparatus and materials between storage, classrooms and workshops.
- Materials stock control, including the ordering of materials and equipment
- Preparing materials and equipment for use in lessons
- Maintaining the safe and operational condition of the art and photography equipment, including the cleaning of specific areas in constant use by teachers and students alike
- Maintain art displays around the school, the department and further afield
- Helping to maintain classrooms in good order
- Support students in lessons through direction of the teacher
- Other duties as requested from time to time by the Head of Art and Photography

This job description sets out the duties of the above post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is, therefore, exempt from the Rehabilitation of Offenders Act.

Monk's Walk is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Person specification

## 1. Educational Qualifications

- Minimum GCSE grade A-C in English and Maths or equivalent

## **2. Professional Experience**

- Experience of working in a school or similar organisation
- Experience of providing technical support at KS3, GCSE, and A Level in Art and/or Photography
- Working as part of a team

## **3. Professional Knowledge and Understanding**

- Effective practice and approaches relevant to the post
- Ability to confidently use ICT
- Able to communicate effectively both orally and in writing
- Able to prioritise and plan ahead

## **4. Personal Qualities and Skills**

Ideally, we are looking for someone who:

- Is committed to the Art and Photography department
- Is well organised and efficient.
- Can motivate, enthuse and inspire students
- Has strong interpersonal skills
- Is punctual, reliable, well organised and committed to high standards
- Is co-operative, flexible and responsible
- Is sympathetic to the needs of the school community
- Is patient, optimistic and with a good sense of humour
- Has sound judgement especially when working under pressure

## **Your role in our future**

Monk's Walk School is a thriving, vibrant, learning community where our aim is to bring the best out of everyone. It is a very good school and like most good schools, we know we need to keep on improving to provide the best for our students.

I hope this information has given you a flavour of our school. Please read the Ofsted report and visit our website and Facebook page – Monk's Walk School Official - for more information. If you feel you can contribute to the high standards of teaching and learning and would like to join us, then please apply.

## **How to apply**

I really hope the information we have provided makes you want to apply to join us. If you would like to discuss the position in more detail or would like to visit the school

before applying, please contact James Mace, Assistant Headteacher. His e-mail is [jmace@monkswalk.herts.sch.uk](mailto:jmace@monkswalk.herts.sch.uk).

Please apply using the application form on our website. You should also write a letter of application. In your letter of application, please can you explain how you demonstrate that you fulfil the requirements of points 2, 3 and 4 on the person specification (page 7 in this pack).

The deadline for us to receive your application is **noon on Monday 28<sup>th</sup> November 2022**. Please e-mail your application to: [recruitment@monkswalk.herts.sch.uk](mailto:recruitment@monkswalk.herts.sch.uk), marked for my attention.

We look forward to hearing from you.

## What happens next

We will shortlist for this post and then we will contact shortlisted candidates by telephone or e-mail to invite them for interview. We will ask referees of shortlisted candidates to complete our reference form, a copy of which can be found on our website for your reference.

Kate Smith  
Headteacher  
November 2022