

SHOOTERS HILL SIXTH FORM COLLEGE

ART TECHNICIAN

APPLICANT INFORMATION PACK



SHOOTERS HILL
SIXTH FORM COLLEGE

Transforming Lives

WELCOME

From the Principal

I am delighted to welcome you to Shooters Hill Sixth Form College, where young people of all abilities can develop confidence in themselves, aspire and achieve. I really do believe in inclusivity for all and that everyone has an opportunity of success given the appropriate tools and environment.

As Principal, I am committed to ensure our young people are prepared for the rapidly changing global workplace and are encouraged to flourish as creative, independent and confident individuals.

Staff enjoy working here and appreciate the many benefits of being at Shooters Hill Sixth Form College, from the private health care plan to the physical exercise opportunities.

Our core values are fundamental in everything we do. We lead by example, with compassion, empathy and understanding. We work collaboratively, we value fairness, and we conduct ourselves with honesty, integrity and respect

High-quality teaching to transform the lives of our students is at the heart of what we do. If these values resonate with you and you have the skills to empower and support students to achieve their full potential in a friendly, collaborative and supportive environment then this could be the college for you.

We are striving to be exceptional and I am proud of the work staff are undertaking to help the college achieve this. We fully support continued professional development for all our staff in their journey towards excellence in a nurturing environment. This enables everyone to improve, progress and aspire to the next levels of their careers.

Our story is not complete, and I hope you will make an application so that together, we can continue on our incredible journey and you too can be part of that success.

Geoff Osborne
Principal



“This is a welcoming and inclusive college where students, especially those who need a bit of extra help to achieve, enjoy studying and feel safe.”

OFSTED 2019





SHOOTERS HILL SIXTH FORM COLLEGE

A great place to work

SHC Family

We have a strong sense of community at SHC, and this is one of the first things you will hear when you speak to any member of staff or student. Our students often return to visit the college and some even come back to join the workforce after university.

Progression

Leadership opportunities and succession planning are important to us. We firmly believe in not only growing our own leaders but ensuring that all staff have the CPD they need to grow within their roles and their career paths.

Staff Wellbeing

The college is committed to providing a healthy working environment and improving the quality of its staff working lives. Staff wellbeing is important in maintaining a positive atmosphere in the workplace. Our wellbeing strategy aims to support the college mission and core values, with recognition that our staff are our greatest asset. Supporting staff wellbeing is done in a variety of forms and we are always looking to further develop, so we value receiving ideas from staff throughout the college year. We are proud to be a part of the DFE Education Wellbeing Charter

[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/education-staff-wellbeing-charter)

Staff Benefits

Here are just a few of the attractive benefits of working at SHC

- Duvet Days and Wellbeing Days
- Office 365, Laptop
- Nursery
- Pension Scheme TPS (for teaching staff) LGPS (for support staff)
- Employee Assistance Programme
- Free Flu Vaccination
- Continuous professional Development
- Flexible Family Friendly Policies
- Fully Equipped Fitness Suite
- Discounted Hair & Beauty Treatments
- Financial wellbeing / Credit Union
- Benenden Healthcare

and much more

INTRODUCTION

To Shooters Hill Sixth Form College

Our mission is to transform students' lives by inspiring them to take full advantage of the high quality educational and enrichment opportunities on offer, enabling individuals to reach and exceed their potential and respond to the community we serve.

The students at Shooters Hill Sixth Form College come from a wide variety of backgrounds and nationalities. Whatever their abilities, faith or background, they will find a safe supporting environment for them to prosper here at Shooters Hill Sixth Form College. We know each student is unique and deserves to be treated with respect and understanding from peers and staff.

Our Core Values

How we work

Working collaboratively to ensure a positive, safe and rewarding experience for all out community

How we feel

Valuing fairness for all and promoting personal growth.

How we lead

Leading by example with compassion, empathy and understanding.

How we behave

Conducting ourselves with honesty, integrity and respect.

The College of Choice

We aspire to be the first-choice college for young people, staff, employers and local communities by providing exceptional education and training to ensure that our learners' skills meet London's economic and social development needs.



INTRODUCTION

To Shooters Hill Sixth Form College

Our College

SHC employs 250 staff members to teach and support a cohort of up to 2000 young people. We are located within the Royal Borough of Greenwich, but we also provide education for a significant number of young people from the boroughs of Bexley and Lewisham. Our curriculum spans from Entry Level to A-Level, providing education to a wonderfully rich and diverse cohort.

School Features & Developments

Our college is constantly evolving to suit the needs of our students, staff and community. We currently have several exciting projects on the horizon to compliment those already completed.

Here are a few we are especially proud of:

Coffee Corner
Greenwich School Sports Partnership
Fully Equipped Fitness Suite
Swimming Pool
Art Gallery
City View Restaurant

Additional Reading

Further context of our college and our vision can be found within these booklets.

Ofsted Reports

<https://www.shc.ac.uk/ofsted>

College Vision and Strategic Intent Booklet

[Vision And Strategic Intent Booklet by Shooters Hill Sixth Form College - Issuu](#)

College Prospectus

[SHC Prospectus 2023-2024 by Shooters Hill Sixth Form College - Issuu](#)

College GSSP Sports Initiative Booklet

[Greenwich School Sport Partnership 2022-2023 by Shooters Hill Sixth Form College - Issuu](#)



ADVERT

Art Technician

Whether you're an outstanding Teacher or an innovative Support Worker, Shooters Hill Sixth Form College's inclusive, dynamic and creative ethos provides an imaginative workplace in which you will be supported to develop your knowledge and practice throughout your tenure. We are extremely proud of our diverse workforce and welcome applications from people of all backgrounds.

We are seeking to appoint an enthusiastic and knowledgeable Art Technician to join our Art and Design team for the new academic year 24/25.

Scale: Scale 5 £26,180 - £27,406 (actual pro-rata salary)

Hours: Full Time, Term Time only at 39 weeks

Contract: Permanent

We are seeking to appoint an enthusiastic and knowledgeable Art Technician to join our Art and Design team for the new academic year 24/25.

Excellent organisation skills are a must in this role as you will be supporting the Art teaching team with preparation of equipment and materials for their lessons. Other duties will include, maintaining art supplies and equipment and ordering when necessary; keeping art studios tidy; organising and creating displays within the art department and around the college; ensuring that art equipment and teaching areas are safe to use in accordance with health and safety.

If you possess these attributes and you are looking for a new opportunity, then we look forward to receiving your application.

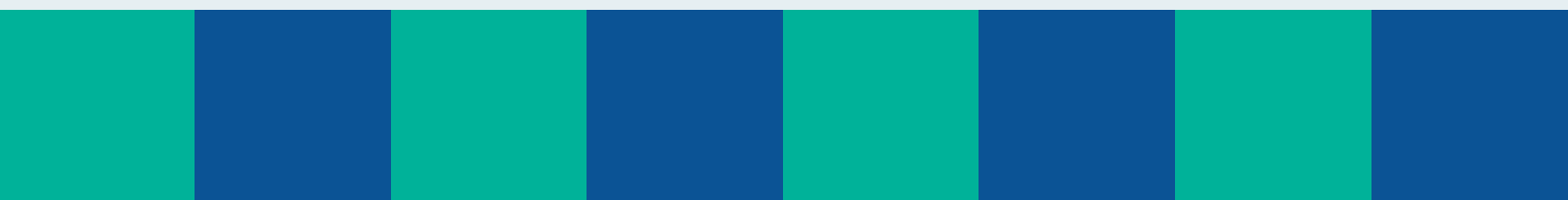
To apply for this post, please visit our website at www.shc.ac.uk/vacancies or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at hrteam@shc.ac.uk

Completed applications to be sent to: hrteam@shc.ac.uk

Please contact us if we can assist you in any way with your application or adjust the processes that we use in our recruitment methods.

At Shooters Hill Sixth Form College, we celebrate the diversity of all our staff, students, and visitors. We provide a safe and supportive environment in which everyone can study and work to the best of their abilities. The aim is for our workforce to be truly representative of all sections of society, we are committed to promoting equality, diversity & inclusion for all.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be required to undertake an Enhanced Disclosure and Barring Service check. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2023.



JOB DESCRIPTION

Art Technician

GRADE : Scale 5

RESPONSIBLE TO : Head of Department, Art & Design

The Board of Trustees of the college expect all employees to be fully committed to the college's Equal Opportunities and Health & Safety Policies and accept personal responsibility for practical application. All employees are required to comply with and promote these policies and to ensure that discrimination and danger is eliminated within the service to staff, the students, their parents and carers.

Job Purpose

This appointment is a technical position, supporting the Head of Art & Design with the smooth running of the department.

The successful appointee will be required to work closely with Art & Design teaching staff and to maintain stock levels of goods and equipment.

Main Tasks and Responsibilities

In common with all other staff

- To support the college's mission, vision & strategic objectives.
- To implement the college's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.
- To participate in continuing professional development.
- To implement the college's health & safety policies and practices.
- In common with all support staff:
- Participate in college-wide projects and tasks.
- To work collaboratively to meet the specific needs of workload peaks.
- Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the college and work outside of regular daytime hours.

MAIN TASKS

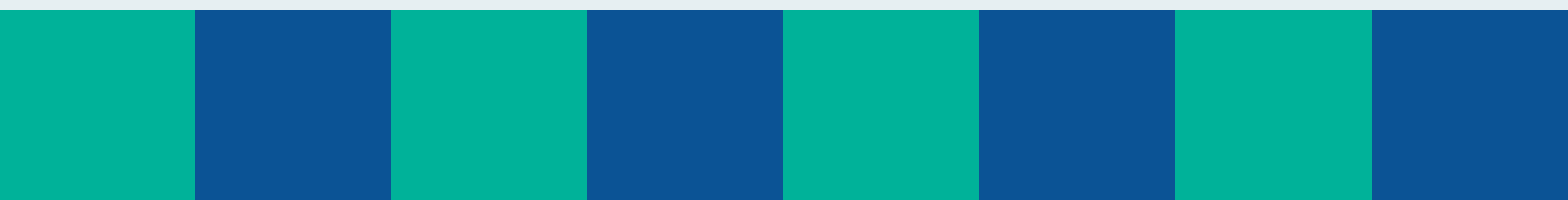
Art Technician

Particular to the Post

- To carry out daily maintenance duties as specified by the Head of Art & Design.
- To maintain equipment, materials, facilities and services in the Art & Design studios such as stock replenishment, auditing the darkroom to ensure working order
- To manage the storage of materials, equipment and artwork efficiently.
- To prepare specialist materials and equipment for use in lessons when required.
- To assist with the documentation of pupils' work
- To provide technical assistance to pupils during lessons and study sessions.
- To provide technical support to staff and pupils for ceramics, sculpture and to assist with firing, glazing, recycling, mixing glazes and slips as well as packing and firing the kiln.
- To provide technical support for developing and printing in the darkroom.
- To provide technical support for woodworking and metalworking.
- To provide technical support for developing and printing in screen printing.
- To provide technical support coating screens/exposing screens/cleaning screens.
- To provide technical support for Photoshop and Illustrator.
- To assist with Art & Design departmental displays and the preparation, mounting and installation of artwork in the gallery and in the foyer of the art block.
- Assist mounting and display - of GCSE, AS and A Level Art & Design for moderation.
- Assist with display of subject specific language to develop vocabulary.
- To provide skilled assistance to academic staff in preparation of teaching aids.
- Liaise with cleaners and maintenance staff.
- Have a technical frame of mind and the ability to resolve technical issues.
- To undertake any other reasonable duties as required.

Other duties

- To lead with ordering of materials under the guidance of the Head of Art & Design.
- To check incoming deliveries, to unpack and distribute as necessary.
- To issue materials as required.
- To maintain a supplier database.
- To review the inventories of resources Health and Safety requirements.



MAIN TASKS

Art Technician

Safeguarding

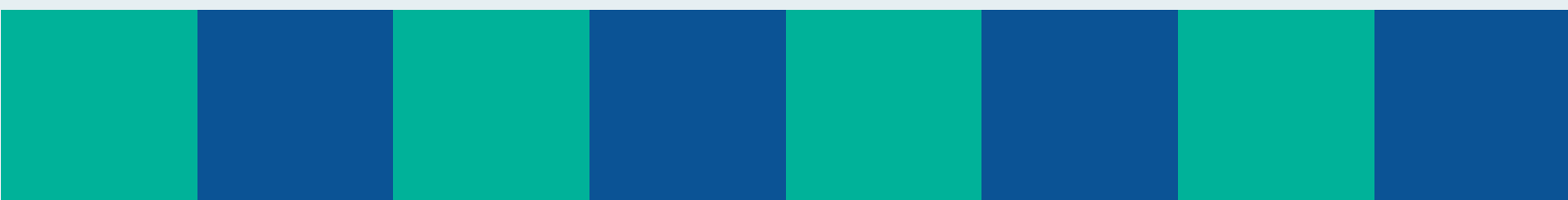
Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2023.

Data Protection

All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the college's procedures, or use personal data held on others for their own purposes.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.



PERSON SPECIFICATION

Art Technician

Requirement	Essential	Desirable	Selection Method
Qualifications			
Level 3 qualification. The candidate should have already been through an Art and Design course (at least BTEC Level 3 Art and Design, Foundation Course or /and Art based Degree.)	✓		AF
A driving licence and the ability to drive a minibus an advantage		✓	AF
Experience			
Art & Design based training would be highly beneficial	✓		AF/I
Willingness to undertake training on specialist machinery	✓		AF/I
Practical experience and proven organizational skills as evidenced by recent and extended work in an effective technician related support role.	✓		AF/I
Experience of managing learning resources, materials and equipment including their maintenance and compliance with relevant Health & Safety at Work provision.	✓		P/I
Skills and Abilities			
Computer skills in Word, Excel and Photoshop and Illustrator (some training could be provided if necessary, in Photoshop and Illustrator)	✓		AF/I/P
Excellent communication skills and ability to build effective working relationships with staff and pupils	✓		AF/I
Evidence of ability to work with young people of wide-ranging ability levels and special educational needs.	✓		AF
Ability to communicate effectively with people and understand the views of others.	✓		AF
Technical skills required to assist teachers and students (at least from 3 specialist areas): <ul style="list-style-type: none"> Graphical software packaging (InDesign, Illustration, Photoshop, video editing) Photography (digital, dark room, wet processing) Printing skills (screen-printing, textile, plotters, heat-press, transfers) 3D and DT skills (clay, casting, welding, lazer cutter, woodwork) ICT – printing resources maintenance Mixed Media (including textile - loom preparation, sew- 	✓		P

PERSON SPECIFICATION

Art Technician

Requirement	Essential	Desirable	Selection Method
Qualities			
Flexible working (Occasional Saturday may be required)		✓	I
Commitment to the college's Equal Opportunities Policy and acceptance of responsibility for its practical application through the duties of this post.	✓		AF
Adaptability, flexibility and creativity in supporting staff and students in their work in a variety of settings.	✓		AF/P
Commitment to working as a member of the Art Team.	✓		I

Key: **AF= Application Form** **I= Interview** **P= Portfolio**

INTERVIEW PROCESS

Art Technician

Selection process

Shortlisted candidates will be contacted via email with the interview dates, times and details. We ask candidates to reply to the email to confirm their attendance. We aim to shortlist soon after the closing date. However, we do sometimes contact applicants before the closing date to arrange interview, therefore, early applications are advised.

The interview process will consist of a college tour, pre-interview tasks and a formal interview. Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

We welcome visits to the college before applications are made. If you would like to arrange a pre-visit, then please contact our HR Team via email: hrteam@shc.ac.uk

Referees will be contacted at the point of offering an interview.

Onboarding

Appointment

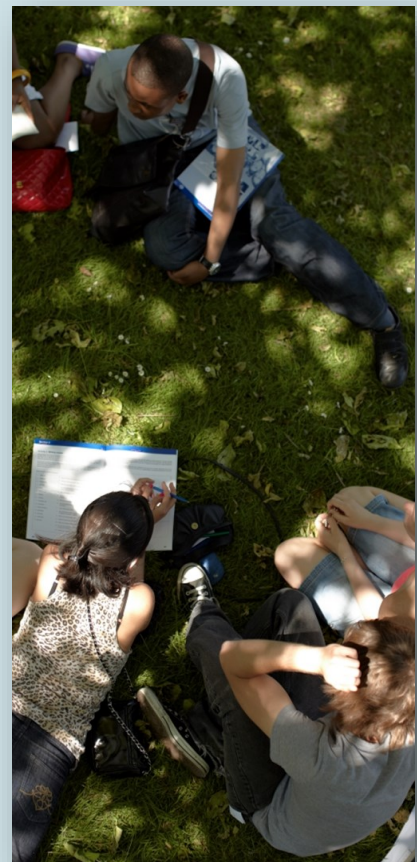
If you are successful in interview, you will be conditionally offered the position dependent on:

- **Proof of ID**
List items requested here (originals must be provided, not photocopies)
- **References**
Satisfactory references received prior to interview
- **Qualifications**
Proof of relevant educational and professional qualifications / certificates (originals must be provided, not photocopies)
- **Satisfactory enhanced DBS clearance**
- **Medical check**
- **Successful probationary period**

Newly Appointed Staff

New staff have an induction when they join the college. The induction process will include a welcome meet with the Principal and HR. New staff will also complete training on our MIS system, safeguarding training, GDPR online training and Health & Safety online training.

As part of our new staff onboarding induction process, we recommend that all new staff are allocated with a buddy. The allocation of a buddy can help support a new member of staff in the early stages of their employment with the college. Ensuring a smooth start through the initial few weeks and months in their new role.



TIMELINE

Art Technician

To apply for this post, please visit our website at www.shc.ac.uk/vacancies or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at hrteam@shc.ac.uk

Completed applications to be sent to: hrteam@shc.ac.uk

Closing date for applications:	6th May, at 16:00
Shortlisting:	7th May 2024
Interviews to commence:	Soon after shortlisting
Start date:	New academic year 24/25

Informal discussion regarding the post and a visit to the college are welcome. Please contact our HR Department for further information.

Telephone:	020 83199725
Email:	hrteam@shc.ac.uk
Website:	www.shc.ac.uk



SHOOTERS HILL
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