

 **AMBITION** | **RESPECT** | **BELONGING** 



Sir John Thursby Community College



Candidate Information Pack
Art Technician

Welcome from the Headteacher

Dear applicant,

I am delighted to welcome you to our thriving and popular school. We are incredibly proud of our students, community, staff and curriculum and we are excited by this appointment. As Headteacher, I am looking to further strengthen our already well established and effective team who secured an extremely positive inspection in April 2023 and continue to show real ambition for the needs of our students and their families.

Our school is characterised by the way we treat our people and through our core values of Ambition, Respect and Belonging. We believe that all members of our school community should be known, valued and loved and we expect all to share this commitment. We are committed to the professional development of our staff, high standards and ambition for our students alongside respect and kindness for all in our SJT family. We are looking for someone who is able to live out these values.

At SJT we value our staff and have worked hard enable all staff to have a good work-life balance in a supportive working environment. In our last staff survey over 97% of staff were both happy working at SJT and proud to be part of the team. We are committed to supporting well-being and development of all our colleagues. We would welcome discussions about flexibility around the advertised role and would be keen to make achievable adjustments for the right candidate.

We encourage visits to our thriving school at your convenience and I would be delighted to welcome you and show you around. Please contact Susan Rigg (s.rigg@sirjohnthursby.lancs.sch.uk) to arrange a convenient appointment.

I am excited about the scope of this post. If you like what you have read, and you feel you align with our values, we look forward to hearing about what you can bring to SJT on our journey to excellence.

Matt Renshaw
Headteacher

Sir John Thursby Community College

Eastern Avenue, Burnley, BB10 2AT

Tel: 01282 682313

Email:

recruitment@sirjohnthursby.lancs.sch.uk

Website: www.sirjohnthursby.lancs.sch.uk

Headteacher: Mr M Renshaw

Art Technician

32.5 hours per week (8:15–15:15 Mon-Fri) TTO + 1 week

Grade 4 Pt 4-6 Actual Salary £18,602 - £19,196pa

To start: ASAP

“We are characterised by how we treat our people”

We are incredibly proud of our ambitious, curriculum focused, research-driven school. Our vision is built around the principles of ambition, respect and belonging and we have a strong commitment to the development of our staff as outstanding professionals.

We are looking for a creative, highly organised, flexible and enthusiastic technician to provide support to teachers and students in our well-resourced Art department.

Duties will include setting up equipment and resources ready for practical lessons, helping students' access equipment and resources during lessons and providing assistance to students and the teacher in practical Art lessons. A creative approach to the role is vital as you will be involved in supporting pupils with practical workshops and curating exhibitions and displays of work. You will also be required to keep logs of equipment, process stock orders and keep the Art rooms clean and tidy.

The ideal candidate will have:

- a creative skill set
- excellent interpersonal skills to be able to engage with students and the Art team
- confidence to be able to use all equipment and machinery fully, however training will be provided
- strong organisational and time management skills with the ability to prioritise tasks effectively

Previous experience in an education environment and assisting with practical lessons would be an advantage but is not essential

This is a great opportunity for the right candidate to contribute to our work and benefit from an excellent environment, where all staff are encouraged to progress their careers with us. We have great facilities ensuring that our students and staff have the best learning environment in which to achieve. SJT is a very positive community, with our recent staff survey showing that over 95% of our staff enjoy coming to work and are proud to be part of our school.

The successful candidate will fully embrace our ethos of Ambition, Respect and Belonging whilst bringing fresh ideas that will build on current strengths and achievement. A core pillar of our “belonging” ethos is that all in our community are known, valued and loved. We want all staff to share this commitment.

For an application pack please:

- download from the college website: www.sirjohnthursby.lancs.sch.uk
- or telephone 01282 682313
- or email recruitment@sirjohnthursby.lancs.sch.uk

Send your completed Application form (only the version attached) stating which post you wish to apply for to: recruitment@sirjohnthursby.lancs.sch.uk

Closing date: 9am Monday 19th May 2025

Shortlisting: Tuesday 20th May 2025

Interviews: Thursday 5th June 2025

The college is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and other recruitment checks. Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.

Lancashire County Council

Role Profile - Operational Context Form

| | | | | | |
|---------------------------------|---------|------------------------------------|------------------|----------------------------|-----|
| Post title: Technician 2 | | | | | |
| Directorate: CYP | | | Location: | Schools | |
| Establishment or team: | | Sir John Thursby Community College | | Post number: | |
| Grade: | Grade 4 | Staff responsibility: | N/A | Essential Car user: | N/A |

Purpose of the role (job statement)

With limited instruction or guidance, assist teachers, other technicians or support staff in the preparation and maintenance of teaching resources and equipment for pupils in a particular subject area

Accountabilities/Responsibilities – appropriate for this post:

Key duties:

1. Prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teacher or other technician.
2. Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse.
3. Clean and undertake routine maintenance of equipment as needed to ensure it is clean and in good working order.
4. Update records, including production of reports and analysis of information.

Individuals in this role may also:

1. Ensure the adherence to health and safety regulations by technical support staff within the school.
2. Provide clerical and administrative support to the classroom teacher as directed.
3. Order resources as instructed.
4. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.

Additional supporting information – specific to this post.

Post holders may have some specialist knowledge or experience in a technical area

- This profile would be applicable for technicians working in single subject areas such as Science, Design & Technology, Art, Food Technology, Performing Arts or Sport.

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|---------------------|----------------|--------------|------------|
| Prepared by: | D Firth-Powell | Date: | April 2025 |
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Grade Profile

Level Four – Operative / Support (Grade 4)

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| <p>Level Four Purpose</p> <p>To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.</p> |
| <p>Scope of Work</p> <p>Role holders will undertake a range of standardised procedures and use associated tools and equipment. Personal initiative will be required within the confines of the role.</p> |
| <p>Accountabilities/Responsibilities</p> <p>Role holders may be required to:</p> <ul style="list-style-type: none"> ▪ Plan and organise straightforward tasks; or ▪ Exchange varied information with members of the public; or ▪ Carefully use very expensive equipment; or ▪ Handle and process considerable amounts of information; or ▪ Instruct, and check the work of, others; or ▪ Provide general information, advice and guidance on established internal procedures. |
| <p>Skills, knowledge and experience</p> <ul style="list-style-type: none"> ▪ Previous relevant experience or the ability to demonstrate the competence to carry out of the job. ▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable. <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p> |
| <p>Performance Measures</p> <ul style="list-style-type: none"> ▪ Completion of tasks to required standards and deadlines. |

**SIR JOHN THURSBY COMMUNITY COLLEGE
STRATEGIC VISION AND VALUES 2022-2025**

Being a truly great school through..

OUR CORE PURPOSE

- To be a community-centred school, where all students achieve the academic & creative success needed for further study and employment
- To support social mobility and to make a positive difference in the lives of our students and their families
- To enable our young people to become confident, resilient, informed, adaptable and caring members of society

MEASURING IMPACT

- Our students' outcomes place our school in the top 10% of similar schools
- Our teachers consistently deliver our curriculum effectively
- Our attendance will be at least 97%



OUR VALUES

- We are ambitious for our students
- We value and invest in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are known, valued and loved
- We are inclusive & support diversity
- Our families play a key role in supporting our students to be successful
- A great education includes learning & experiences beyond the classroom
- All of us at SJT have the capacity to improve what we do

OUR STRATEGIC PRIORITIES

1. To deliver a well-structured, knowledge-rich curriculum that enables our students to be successful in their next stages in learning and development
2. To ensure that all our students have the literacy skills needed to access the curriculum effectively
3. To ensure that our teaching is engaging and is responsive to the needs of all students
4. To ensure that the assessment of our students is accurate and enables gaps in learning to be addressed
5. To ensure that all our learners are 'Ready, Respectful and Safe'
6. To stop doing anything that prevents us from delivering great lessons and that creates unnecessary workload
7. To support the emotional well-being of our school community
8. To ensure that Leadership at all levels is highly effective



BELONG BELIEVE ACHIEVE

Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: www.sirjohnthursby.lancs.sch.uk

Completed application forms should be returned by the closing date to recruitment@sirjohnthursby.lancs.sch.uk

CVs will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work - [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link - [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



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