



Sutton Coldfield Grammar School for Girls

Application Pack for Part-time
Design Technology and Art Technician

Start date: **September 2024**

Closing date for applications: **9.30 am on Tuesday 2nd July 2024**

Interview date: **Thursday 4th July 2024**

Permanent Post, 22 hours/week (term time only)
9.00 am – 3.00 pm over four working days

Full time equivalent salary range: £23,114 - £24,702

Actual salary range: £12,235 - £13,378
(dependent on skills and experience)

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

Tel: 0121 354 1479 | email: recruitment@suttcold.bham.sch.uk
twitter.com/suttcold | facebook.com/suttcold | www.suttcold.bham.sch.uk

Dear colleague,

Thank you for your interest in our vacancy for a Design Technology and Art Technician. We are seeking to appoint a hardworking, enthusiastic and proactive team player with a passion and talent for design and technology to support teaching across our Design and Art departments. The successful candidate will prepare materials for practical classroom teaching in Design Technology, Art, Textiles, and Food & Nutrition, work with individual students and small groups in classrooms and support with the use of machinery in the workshop.

At Sutton Girls, we provide high quality teaching and learning, strong pastoral support and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing. Students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-level results, we provide students with so much more than mastery of examination syllabuses. Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Each individual will be encouraged to be aspirational, prepared for their future and inspired to make a difference.

Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and Personal Development programme we build an understanding, kind, and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DofE, STEM, various student led clubs and many residential trips, including CERN, World Challenge visits to Tanzania and China, ski trips to Italy and Canada. Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls. There are over 1200 students in the school, including 307 students in our Sixth Form. We continue to be oversubscribed at Year 7 with six form entry throughout Years 7 to 11; many students also choose to join the school in Year 12.

Ranked the 29th best secondary school nationally and 4th in the West Midlands in the recent Sunday Times Parent Power Survey, we have fantastic results (in August 2023: 82% of GCSE grades were 7-9 and 61% were grades 8/9; at A-level 83% of grades were A*/B and 55% A*/A) and are embedding a culture of development across the whole staff. There is a wide variety of CPD that colleagues can opt into, teaching and learning sessions form most staff meetings and these are led by a variety of colleagues. We are informed by educational research, and focus on developing our questioning, retrieval practice and continuing to refine our approach to assessment. Growth mindset strategies and character development are central to our day-to-day activities whilst maintaining staff and student well-being.

This [link](#) is to our most recent newsletter to give you a flavour of what has been happening in school. Having joined Sutton Girls in September 2017, I can testify to the fantastic support offered to new staff both in terms of the formal induction programme and the daily informal help readily offered by colleagues.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,



Dr B. Minards
Headteacher



The Design and Art Departments

The Design and Art Departments have attractive, dedicated facilities to support the effective and stimulating delivery of the curriculum. Design & Technology is taught in a large classroom alongside a well-appointed workshop comprising two 3D printers, belt face sanders, lathe, band saw, circular saw, scroll saws and a wide range of specialist tools. The department also has its own dedicated suite of 20 new desktop PCs.

We have two large specialist art rooms which provide a superb facility for the students to develop their skills, with a wide range of equipment available for Textiles, including a sublimation printer, heat press and 20 modern sewing machines.

Food & Nutrition is taught in a large, bright, well-appointed kitchen with a wide range of specialist modern and traditional equipment

The curriculum is delivered by a team of dedicated, resourceful, experienced teachers, ably supported by specialist technical support staff. Support staff prepare resources for lessons, maintain equipment and help students with practical work during lessons. Together, the Design and Art Departments are a mutually supportive and effective team, and both teachers and support staff are proud of our students' considerable achievements:

	Entries		Percentage of students achieving grades				
			Grade 9	Grades 9 - 8	Grades 9 - 7	Grades 9 - 6	Grades 9-5
Art	2023	41	46	73	98	100	100
	2022	37	43	73	100	100	100
	2019	42	26	69	90	100	100
Design & Technology	2023	10	10	70	90	100	100
	2022	8	-	38	50	88	100
	2019	38	39	66	84	97	100
Textiles	2023	16	6	31	75	88	100
	2022	17	24	35	76	100	100
Food & Nutrition	2023	33	33	61	79	94	100
	2022	36	36	72	92	97	100
	2019	20	15	40	60	85	95

A-Level Results: Art

		Percentage of students achieving grades				
	Entries	A*	A* - A	A* - B	A* - C	A* - D
2023	21	57	95	95	95	100
2022	21	67	95	100	100	100
2019	8	63	100	100	100	100

Job Description

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Responsible to: Senior Design and Art Technician

Job Purpose:

To work as part of a team of technicians to provide effective technical assistance to teaching staff across Art, Textiles, Design Technology, Food and Nutrition.

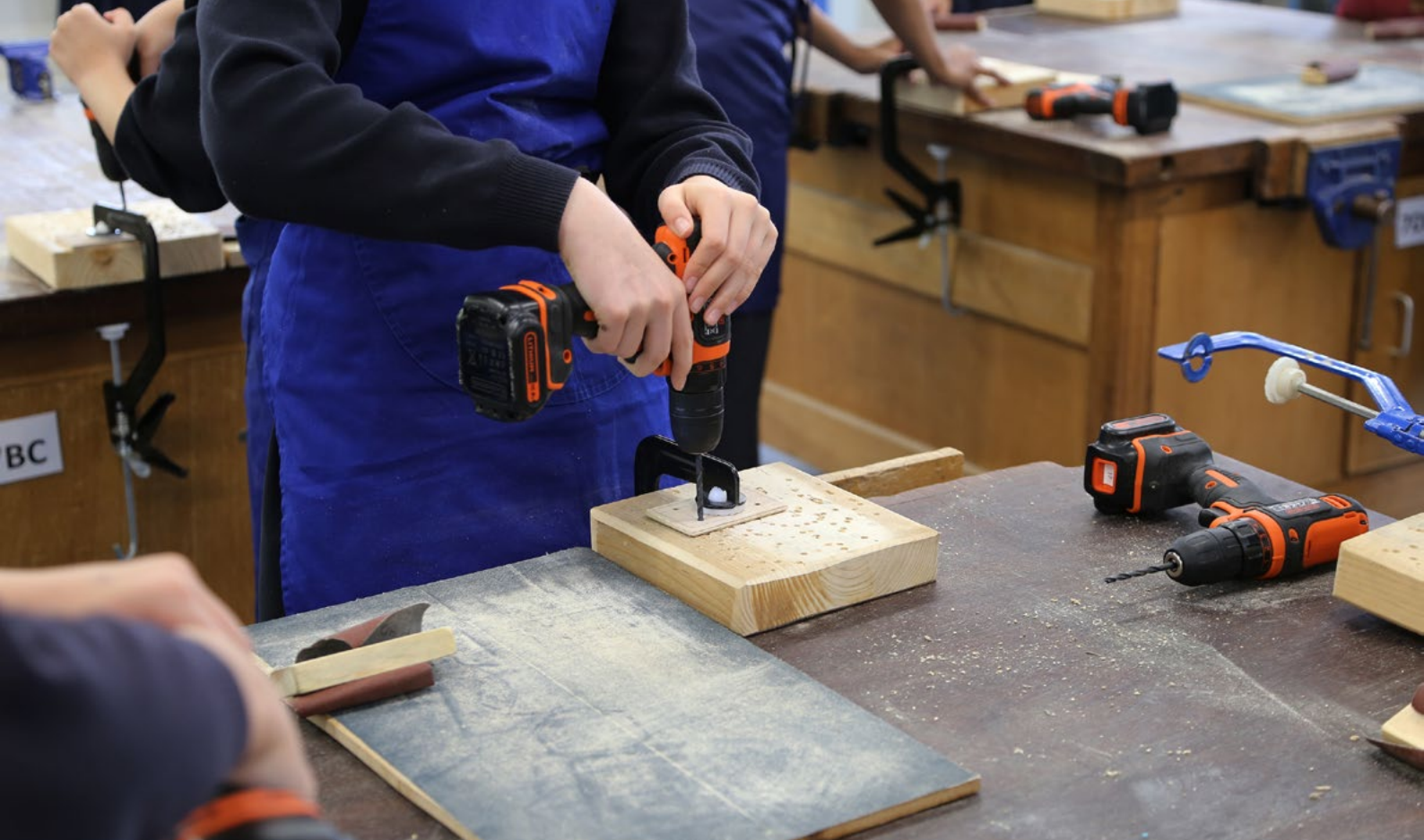
Duties and Responsibilities

- To prepare specialist materials and equipment for use in lessons.
- To provide technical assistance to students during lessons in classrooms and the workshop.
- Undertake routine checks and maintenance of equipment within standard operating procedures to comply with the conditions necessary for an effective and safe working environment.
- Liaise with external agencies to arrange the repair of equipment where necessary.
- To ensure the efficient storage and maintenance of equipment, materials and facilities.
- To work as part of a team of technicians to maintain the tidy and clean appearance of the Art and Design departments, ensuring the safe disposal of used materials in line with the school's Health and Safety Policy.

General

- Promote the agreed vision and aims of the school and set an example of personal integrity and professionalism.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.





Person Specification

Experience	<ul style="list-style-type: none"> • Experience of working in a relevant discipline or art/design related field (workshop experience desirable but not essential) • Experience of working in a school environment desirable but not essential.
Skills and Abilities	<ul style="list-style-type: none"> • Evidence of a keen interest in Design, Technology and Art. • Positive and driven with a solution-focused attitude. • Ability to work both independently and as part of a team, working cooperatively with others. • Ability to work calmly under pressure and organise time and resources effectively, acting on own initiative. • Good interpersonal skills and communication skills. • Ability to maintain records, stock, resources and materials. • Personal integrity, honesty and sound judgement. • IT competent, particularly in Microsoft Office Software. • Ability to work safely with ladders at height.
Qualifications and Knowledge	<ul style="list-style-type: none"> • A good standard of general education; 5 GCSEs (or equivalent) to include English and Maths at Grade C/4. • A vocational qualification in joinery or metal work or a relevant technical/creative qualification in Art or Food and Nutrition. • A sound understanding of the principles of confidentiality, safeguarding and child protection.
Training	<ul style="list-style-type: none"> • Willingness to participate in further training and development opportunities offered by Sutton Coldfield Grammar School for Girls.

Sutton Coldfield Grammar School for Girls is a vibrant school where there are endless opportunities for you to get involved in a range of activities, and where you will be well supported in taking any initiatives of your own. It is a place where you should always feel confident to try something new to enhance the learning environment.

As a member of support staff you can expect:

- The initial support of a Buddy;
- Full access to the induction programme;
- The support of your line manager;
- Guidance for career development through appraisal and professional development;
- To be kept informed of issues relating to your job;
- An annual review of your overall performance.

As a member of support staff, SCGSG expects you to:

- Act in accordance with safeguarding and child protection procedures;
- Observe a smart, business-like code of dress;
- Follow the school rules and codes of practice; including the staff code of conduct;
- Ensure that students observe the rules and codes of practice;
- Ensure your public attitude and behaviour gives positive messages to those around you;
- Provide effective support for your colleagues;
- Promote positive behaviour;
- Develop and promote positive relationships;
- Support the development and effectiveness of work teams;
- Be aware of the aims of the school and the areas being developed in the current School Development Plan;
- Reflect on and develop your own practice.

At Sutton Coldfield Grammar School for Girls we work hard to promote an open and positive environment for teaching and learning. We look forward to your contribution as a member of staff to this rich culture.



How to apply

In order to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post;
2. Outline the experiences that you believe have prepared you for this post;
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. You are welcome to telephone or e-mail the school to ask for clarification on any matters regarding this vacancy. Informal visits to the school can be arranged before the deadline for applications, though applicants will have a tour of the school on the day of interview. Completed applications should be emailed to recruitment@suttcold.bham.sch.uk, and addressed to Dr Barbara Minards, Headteacher.

Deadline for Applications: 9.30 am on Tuesday 2nd July 2024.

Interviews will be held on Thursday 4th July 2024.

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.



Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.
- If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.

If this person is not available please contact

**Deputy DSL/SPOC: Mrs Samantha Hart
Mrs Lisa Neal
Mr Mark Charles
Mrs Meg Mahoney
Dr Barbara Minards**

Headteacher: Dr Barbara Minards

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns.

The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.

