



St Edmund Arrowsmith
Catholic High School

Prepare the way of the Lord

DESIGN & TECHNOLOGY
ART TECHNICIAN

CANDIDATE INFORMATION PACK



Rookery Avenue,
Ashton-in-Makerfield,
Wigan, WN4 9PF
Telephone: 01942 728651
Email: office@arrowsmith.wigan.sch.uk
Web: <http://www.arrowsmith.wigan.sch.uk>
Headteacher: Mr. M. J. Dumican
B.A. (Hons), PGCE, NPQH, MSc, MEd

September 2024

Dear Potential Colleague

Thank you for your interest in the vacancy for **Design & Technology / Art Technician** at St Edmund Arrowsmith **Catholic** High School.

Our aim has always been to inspire every pupil to want to make the world a better place. This aim sits above all others in defining an education for our pupils. Our Catholic faith is central to everything we do, and our pupils are asked to be living witnesses to that faith and develop the values that come with it.

We are seeking to appoint a colleague who is passionate about providing an excellent service to our stakeholders and if you would like to join our school community, then I look forward to receiving your application form.

To apply, please use the CES application form which is available on the school website – <https://www.arrowsmith.wigan.sch.uk/job-vacancies> and return this, along with the associated documents prior to the closing date stated on the advert, **Wednesday 25 September 2024 at 9.00am.**

Shortlisted applicants will be contacted as soon as possible and therefore if you have not received any contact within a 2-week period following the closing date, we must advise that you will not have been successful on this occasion.

If you require further information, please do not hesitate to contact the school where you will be sure to find a warm and courteous welcome.

Yours faithfully

M J DUMICAN
Headteacher



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JOB DESCRIPTION: DESIGN & TECHNOLOGY / ART TECHNICIAN

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for support staff and other current education and employment legislation including that of the Department for Education.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

JOB TITLE:	Design & Technology / Art Technician
JOB PURPOSE:	To provide practical and technical support to staff and pupils within the D&T and Art Department, including the preparation of equipment and resources.
RESPONSIBLE TO:	Headteacher, SLT Cluster Manager, Head of Department (Art/D&T), School Business Manager
RESPONSIBLE FOR:	N/A
LIAISES WITH:	Teaching Staff, Support Staff, Pupils
HOURS OF WORK:	37 hours per week Term-Time plus ONE WEEK Mon – Thu: 8.00am – 4.00pm Friday: 8.00am – 3.30pm Lunch: 30 minutes
SALARY:	G4 (SCP 5 – 8) £23,500 - £24,702 (Pro-rata) Actual salary £20,124 - £21,153
REVIEW DATE:	Annually

MAIN DUTIES AND RESPONSIBILITIES:

- To work alongside teachers during lessons to assist with designing and making of activities.
- Routine checking of department areas to ensure good Health & Safety.
- Create and maintain a clean and orderly learning and teaching environment.
- The ordering and resourcing of materials and equipment as needed/requested. Ensure supplies of appropriate materials and equipment are available for use.
- Prepare, provide and return equipment and materials as necessary to enable staff and pupils to function effectively.
- Prepare, maintain and test routine equipment/resources to be used in lessons.
- Organise and provide technical support where needed across the department.
- Photocopying by duplicating worksheets, visual aids and department promotional materials as required by teachers.
- To assist the Technology and CAD CAM Technician in ensuring the department is fully supported in providing all curriculum needs across the Art and Technology rooms.
- To assist the Head of Departments with reasonable tasks as they arise.

<u>Food and Nutrition</u>	<u>Art</u>
<p>Prepare all equipment and ingredients for practical sessions within the Food Technology department, including cleaning, constructing, and setting up and dismantling equipment as required for examinations.</p> <p>Support teaching staff by providing classroom support during practicals or when needed and contribute to demonstrations as required.</p> <p>Ensure that the following duties in the Food area are carried out in relation to Health and Safety issues: -</p> <ul style="list-style-type: none"> ▪ daily checking and recording of refrigerator temperature, ▪ weekly checking and recording of freezer temperature, ▪ checking and cleaning of cookers (no patent oven cleaner to be used), ▪ daily checking and washing of tea towels and dishcloths, ▪ regular checks on all cleaning materials and report on low stocks, ▪ regular checking of food storage cupboard and disposing of items that are 'out of date'. ▪ Assisting in the general safety and hygiene in the food room during practical lessons. ▪ Ensure that all portable equipment is put away securely at the end of the day, and that other static equipment especially any washing machines, water heaters, cooker switches and gas mains are switched off when not in use. 	<p>Clay Recycling - Emptying and recycling the wasted clay at the end of lessons and mixing with fresh by using the pug mill to ensure there is adequate prepared clay for subsequent classes.</p> <p>Check Pug Mill hopper and extruder are properly wrapped after use to avoid the clay drying out.</p> <p>Preparation of materials & equipment as required by teachers for their lessons, this is to include clay equipment, preparing clay and slip for year 7 & 8 and coils and slip for year 9 & 10 classes. It is also to include preparing powder and watercolour paints and equipment as well as other general equipment for art lessons.</p> <p>Kiln operations including the preparation of kilns by bat washing, stacking kilns for firing, firing procedure and emptying and storing the fired work. It will also include the management of equipment and resources and may include mixing of glazes.</p> <p>Organisation of stock both in main art office/stock room and in individual classrooms as well as keeping a list of stock that needs replenishing in terms of class supplies and total stock.</p>

<ul style="list-style-type: none"> ▪ Ensure a high standard of display and promotional material to enhance the appearance of the classrooms and to provide an attractive environment conducive to learning. ▪ Carry out minor repairs to aprons, oven gloves, 'whites', ▪ Organise and deal with laundry used within the department. Washing and ironing of tablecloths. ▪ Ordering ingredients/purchasing for catering courses. ▪ Prepare equipment in preparation for lessons. ▪ As directed by the HOD support pupils with equipment and resources during lessons. 	<p>Distribution & Management of equipment & resources by ensuring all art rooms are fully stocked with basic art materials. Also to ensure that all equipment is neatly organised and to check for equipment that has been incorrectly stored by students (guide sticks with rolling pins etc.).</p> <p>Management of student artwork Storing 3D work (including work that needs to be dried for firing) and 2D work, to ensure work does not get damaged and is kept for marking or future display.</p> <p>Maintenance of art rooms including clearing tables and surfaces, ensuring hazardous materials and equipment are stored away from student access and identifying broken and damaged areas around the department.</p> <p>Display of artwork refreshing work around the department and throughout the whole school.</p>
<p style="text-align: center;"><u>Textiles</u></p> <ul style="list-style-type: none"> ▪ Cut and prepare fabric and sample fabric for lessons as required. ▪ Threading up sewing machines in preparation for lessons. ▪ Ensure adequate stock and materials are maintained. 	

Support for the School

- Be aware of, and comply with, the policies and procedures relating to child protection, health, safety and security, supporting pupils with medical conditions, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Participate in training, other learning activities and performance development as may be reasonably directed.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as may be reasonably directed.
- Accompany teaching staff and pupils on visits, trips and out of school activities as may be reasonably directed.
- To invigilate examinations when requested by the Examinations Officer.
- Any other tasks as directed by the Headteacher, which are appropriate to the post.

This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to the job commensurate with the grade and job title.



PERSON SPECIFICATION: DESIGN & TECHNOLOGY / ART TECHNICIAN

	E	D	Source
Experience: <ul style="list-style-type: none"> Experience of working with or caring for children of a relevant age and/or learning need. 		D	A, I
Training and Qualifications: <ul style="list-style-type: none"> NVQ Level 2 or equivalent qualification/ experience, plus a range of Level 2 academic qualifications across the National Curriculum and including Maths and English at G.C.S.E. Grade C or above. Recognised Sign language qualification 		D	A, I
		D	A, I
Knowledge/Skills: <ul style="list-style-type: none"> Very good numeracy and literacy skills Can use ICT effectively to support learning Working knowledge of relevant policies, codes of practice and referral systems. Understanding of principles of child development and learning processes Ability to relate well to children and adults Able to work constructively as part of a team Knowledge of basic Health and Safety Ability to deal with minor injuries First-aid qualification, or willingness to undergo first-aid training 	E E	D D	A, I, R A, I, R A, I A, I A, I, R
Personal Qualities: <ul style="list-style-type: none"> Enthusiasm for, and commitment to, the school's Mission Statement Excellent communication skills The ability to show initiative and accept responsibility for self and workload Willingness to participate in continuing professional development The ability to present as a positive role model for staff and others connected with the school Willingness to be flexible and adaptable to achieve the objectives set in the School Improvement Plan. 	E E E E E E		A, I A, I, R A, I, R A, I A, I, R A, I, R

Source: E - Essential / D Desirable/ A Application / I Interview / R Reference

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

What to Expect

If you feel that you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form, we do not accept CV's.

It is important to tell us about your skills and experience relevant to the role. Please ensure that you answer all the questions on the application form and explain any gaps in your employment or educational history as the information you provide will be used in our shortlisting process.

Once we have received your application, it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy, you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications that we receive, if you do not hear from us within 2 weeks of the closing date, then on this particular occasion you will not have been successful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit the school, please email us at recruitment@arrowsmith.wigan.sch.uk and we will arrange a suitable time.

The school website is a fantastic source of information about our school and we recommend that you visit this at <https://www.arrowsmith.wigan.sch.uk/>

The Interview Process

Deadline: Wednesday 25 September 2024 @ 9.00am
Interview Date: To be confirmed
Start Date: As soon as possible

All candidates will be given a tour of the school

For support staff candidates: the interview process will consist of written and/or verbal tasks and a formal interview with senior staff.

For teaching candidates: the interview process will consist of teaching an observed lesson, interacting with students, and certain additional tasks as deemed appropriate for the position.

The recruitment process at St Edmund Arrowsmith Catholic High School will involve a member of the senior leadership team who is appropriately trained in the safer recruitment protocols.



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