

Bedford High School

A Specialist Business and Enterprise College



To Care - To Learn - To Achieve

Expressive Arts Technician

Vacancy Information booklet



Expressive Arts Technician at Bedford High School

Bedford High School is a Platinum Artsmark School, Lead Artsmark School, Music Mark, Royal Exchange Ambassador School and National Theatre Flagship School. The Arts Faculty is composed of Art, Dance, Drama and Music and our united vision is to 'Bring out the best in everyone through creative thinking and expression'. This statement is at the forefront of everything we do to ensure our students have as many high-quality Arts opportunities as possible.

We are looking to appoint a well-qualified, talented and energetic Art Technician. We are a friendly, supportive department which is made up of 3 teaching staff, who teach in three fully equipped rooms all of which have interactive Whiteboards. We have a Photography dark room for the use of our GCSE students and a set of DSLR and 35mm cameras. We also have ICT facilities in two Art rooms and two Art stock rooms with a ceramics area that has two fully functioning kilns. It is an exciting time to join our department as next year we hope to expand the departments facilities and deliver GCSE Art Textiles and have an artist in residence.

We are very proud of our department and our achievements. We are successful in regional and national competitions every year and have a good relationship with local organisations and artists. Our extra-curricular clubs are popular with students and we provide artist workshops and trips each year. We have a very successful Summer Art exhibition event that happens every year that brings the Bedford Arts faculty and community together.

We truly believe that every child matters and we push to get the best out of each student. Not all of our pupils have access to the same resources or opportunities outside of the school gates: we want to look and learn new ways to encourage learning and revision.

The successful candidate will be joining the school at an exciting time. Bedford High School is a mixed comprehensive school, which was judged "good" by Ofsted in 2018. The school is now full throughout KS3 and KS4 with a waiting list of families.

Our school is based over 2 sites with excellent facilities which include our 3G pitch, beautiful green outside space, dedicated outside classroom and large Bistro food court area, onsite gym and second food court area. We are also expanding our English classrooms which will be completed by Spring 2023. Our inclusive values drive our vision and ethos across all stakeholder groups. Positive student/staff relationships, which are based on mutual respect embedding our SPIRIT ethos of Strive, Perseverance, Independence, Respect, Integrity and Tolerance are a key strength of our school. Student and staff voice are used across our school to help inform decisions and shape our school development plans.

Dear Colleague

Thank you for your interest in working at Bedford High School.

At Bedford High School we are dedicated to offering our students a high quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' school in May 2018. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim, we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability. In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at www.bedfordhighschool.co.uk. Please return completed application forms to recruitment@bedford.wigan.sch.uk or by post to Mrs Claire Taylor, HR Facilities & Communications Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'P. McCaffery', written in a cursive style.

Mr P McCaffery
Headteacher

Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys' Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block.

Our School Values

To Care, To Learn, To Achieve.

Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

At Bedford High School we put staff first by developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with 9 fully trained Mental Wellbeing First Aiders
- Cycle to work scheme
- Family friendly policies
- Staff rewards
- Continued professional development

Feedback from our staff wellbeing survey tell us that our staff...

There are many, many things that this school does better than many others that I have worked in.

I'm very happy here and feel respected and looked after.

Bedford is a great place to work.

Since arriving at Bedford I have found the staff to be friendly, welcoming, supportive and are a credit to the school.

Job Description

Job Title:	Expressive Arts Technician		
Job purpose:	To work with teachers to support learning by providing relevant technical assistance and advice		
Reporting to:	Head of Art		
Responsible for - Staff	NA		
Liaising with:	Other school staff, pupils, parents/guardians		
Working time:	37 hours per week, term time only, core-working hours 8.00 am – 4.00 pm. Some flexibility will be needed in order to support the school with events out of hours and projects		
Status:	Permanent		
Base:	Bedford High School		
Grade of post:	G3 pro rata Actual £17,402 - £18,040	Gauge ref:	A23321
Disclosure level:	All offers of employment are conditional subject to an enhanced disclosure with child barred list, appropriate overseas checks, medical clearance, relevant qualification certificates and references satisfactory to the school. In line with recommendations from Keeping Children Safe in Education Guidance (2022) (para 220) we will carry out an online search as part of our due diligence for all shortlisted candidates. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures.		
Date:	January 2023		

Job Outline
<ul style="list-style-type: none"> • To lead Technician support to all Visual Arts staff working across KS3 and KS4 Art and Photography. Support will be provided across the Expressive Arts Faculty (Art, Dance, Drama and Music) when needed. • Enable the smooth running of the department on a daily basis as directed by the department members in particular: <ul style="list-style-type: none"> a) Prepare necessary equipment for lessons, practical work, extra-curricular, workshops, shows and events. b) To assist with the production of material and equipment as required for example; photocopying, printing, and downloading of relevant material, work and help sheets. c) To assist with maintenance and repairs reporting faults/breakages to the line manager. d) Store equipment ensuring the correct safe storage and accessibility. e) Maintain the facilities and adjoining areas in a clean and tidy condition. f) Assist teachers with machinery, photo chemicals and preparation of materials, e.g. load and unload the kiln, set up sewing machines, ensure spools are full, dyeing of fabrics, cutting paper, making frames, developing film etc. g) Ensure equipment is switched off at the end of each session. h) Demonstrates techniques and processes to students as required.

- Support the partner schools and community groups, by preparing a range of materials and related resources and provide classroom support
- Lead with exhibitions of work held at school and in the display of students' work around the school.
- Maintain equipment:
 - a) control and check equipment is in working order, advise teaching staff of any damage incurred
 - b) co-ordinate first line repairs and advise the Head of Department or authorised companies to repair and service equipment
 - c) perform maintenance jobs
- Maintain stock:
 - a) monitor stock levels in consultation with teaching staff
 - b) obtain quotes from suppliers and make recommendations on purchases as required
 - c) order stock in consultation with Head of Department
 - d) carry out delivery checks
 - e) research new products, techniques and processes, maintaining an awareness of conservation
 - f) establishes links with local industries and business, ascertaining whether any waste surplus products would be suitable for students to experiment with
 - g) undertake checks of equipment and furniture and ensure that inventories are kept up to date
- Complete all paperwork and documentation required.
- Assist in the training of colleagues when and where appropriate.
- Ensure compliance with health and safety regulations; maintain a safe working environment:
 - a) Ensure that there is access to workshops only when a technician or teacher is present
 - b) Ensure tools and equipment are being used correctly and safely
 - c) Ensure that Health and Safety procedures are being undertaken
 - d) Complete COSHH sheets
 - e) Undertake risk assessment
 - f) Ensure that equipment is stored correctly and securely
 - g) Ensure waste materials/equipment are disposed of in accordance to Health and Safety procedures

The post-holder will at times be required to work alone and will therefore be responsible for unlocking /locking the art rooms and the Exhibition spaces

- Keeping up-to-date with advancing technologies and attending appropriate training courses etc. as and when required.
- Develop and update personal skills to deliver support necessary within the department.
- Contribute your own artistic expertise to benefit the school and community
- Participating as a full member of staff at the school, following school policies and procedures and supporting initiatives.

- Undertake such duties as may from time to time be reasonably assigned by the Headteacher.
- Supporting events, shows and open evening within the Arts faculty.

Responsibilities

ICT Specific

- Support and use of appropriate ICT packages relevant for Expressive Arts – Photoshop, Photo Serif.
- Support and use of all appropriate ICT packages used across the school

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

To have due regard and comply with all school policies

To undertake training as required

To participate in personal and team reviews/meetings

To participate in annual appraisal and implement agreed targets

Develop good working relations with other colleagues and students

To contribute to the overall ethos/work/aims of the school

To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

Health and Safety Training

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Person Specification / Selection Criteria

Expressive Arts Technician

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous experience of working in a school environment		D	A, I
Experience in specialist art areas (professional, educational or personal)		D	A
Previous experience of working with children of a relevant age		D	A, I
Basic experience of working in ICT or general technician/resource support	E		A, I,
Experience of working with ceramics, textiles, Photoshop and photography		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 1 in ICT or relevant discipline	E		A, I
Relevant post-16 Art qualification		D	A,I
Basic Health & Safety Certificate		D	A, I
Willingness to undertake basic first aid		D	I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Awareness of responsibilities of a school technician	E		A, I
Previous experience of working in an art environment		D	A, I
Setting up resources, equipment and materials for lessons across Art and Photography	E		
Support structured and practical activities for lessons and extra-curricular sessions.	E		
Order and maintain sufficient supplies of materials to enable delivery of lessons	E		
Knowledge of how to use computers/ICT	E		A,I
Knowledge of or willingness to undertake training on theatre lighting and rigging.		D	A, I

Knowledge of or willingness to undertake Photography training on dark room processes		D	A, I
Understanding of the national/foundation stage curriculum and other basic learning programmes		D	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation		D	A, I
Understanding of COSHH requirements		D	A, I
Knowledge of Health and Safety requirements		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Presentation skills		D	A, I
Demonstrate creativity and flair			
Ability to communicate with and relate well to pupils and adults	E		A, I
Ability to work effectively as part of a team and individually	E		A, I, R
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to recognise own learning needs and seek further opportunities.	E		A, I
Ability to deal with minor injuries		D	A, I
Ability to organise self and others	E		A, I
Ability to develop and implement procedures and policies	E		A, I, R
The willingness to be generous in time and spirit	E		A, I
A sense of humour and positive outlook	E		A, I
A determination to succeed	E		A, I
Energy, enthusiasm and flexibility	E		A, I
A willingness to support the schools aim of strengthening links with the community	E		A, I
The ability to build and maintain effective relationships	E		A, I
The ability to anticipate and solve problems creatively	E		A, I
The ability to demonstrate loyalty and confidentiality	E		A, I
The ability to prioritise and manage time effectively	E		A, I
The ability to offer some flexibility in working hours, where necessary and be available for occasional out of hours work for Art exhibitions and school productions.	E		

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

What to expect

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, School Business Manager at the school address or by email to recruitment@bedford.wigan.sch.uk.

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in 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 that you have applied for 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 we receive, if you do not hear from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

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

For more information on our school and to take our virtual tour please visit our website www.bedfordhighschool.co.uk

The interview process

Deadline: Friday 3rd February 2023

Interviews: to be confirmed

Start date: as soon as possible

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks and tour of school.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

Our commitment to safeguarding

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

In line with recommendations from Keeping Children Safe in Education Guidance (2022) (para 220) we will carry out an online search as part of our due diligence for all shortlisted candidates.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.