



BIRKENHEAD
HIGH SCHOOL ACADEMY

GDST
GIRLS' DAY SCHOOL TRUST



Application Pack

PE/Arts Faculty Technician

Full Time - (Term Time) - Permanent

Birkenhead High School Academy

Principal: Mrs Rebecca Mahony

86 Devonshire Place, Prenton, Merseyside CH43 1TY

Phone: 0151 652 5777

Email: bhsa@birkhs.gdst.net

Website: www.birkenheadhigh.gdst.net





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Welcome to Birkenhead High School Academy

Dear Applicant

Thank you for your interest in the role of PE/Arts Faculty Technician at Birkenhead High School Academy.

Birkenhead High School Academy is unique on Wirral as a 3-19 girls state academy. We are a thriving, all through learning community, embracing core traditional values with a firm eye on the ever changing future. Our overall school direction can be encapsulated in three words: challenge, opportunity and partnership. Girls are encouraged to be challenged, take risks and to develop a life-long love of learning. They are given every opportunity to develop in to fearless, confident and responsible young women. We foster a family community within the school and also we are very much part of the GDST wider family, sharing their aims as pioneers and shapers of girls' education. BHSa students are strong members of this movement, with our girls benefitting from and contributing to the GDST's extensive network.

We firmly promote the all through approach to education, with the Junior School's "Grow, Flourish, Think" model seamlessly blending in with the Sixth Form "Aspirational, Inspired, Independent" message.

We have the highest standards in achievement, attendance, appearance and conduct. Our girls have access to outstanding levels of support both on the academic and pastoral front, coupled with plenty of stretch and challenge. Our high aspirations culture and ethos permeates both in and outside of the classroom and girls are encouraged to take advantage of our extensive enrichment programme and the plethora of GDST activities throughout their time at the school.

Yours faithfully

Rebecca Mahony
Principal

Ofsted says:

"High expectations and aspirations are promoted by teachers. Girls respond with enthusiasm and consistently make good and better progress. At the heart of this outstanding provision are the uniformly high-level skills and commitment of teachers and teaching assistants. Teachers have a very sharp focus on progress."

Ofsted says:

"This academy is a wonderful and highly effective learning community. Girls from three years of age to 19 grasp opportunities to embrace learning. They espouse respect and responsibility, cooperation, self-confidence and hard work. Leaders, staff and governors should be proud of the transformation they have wrought in this academy over the last three years."





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PE/ARTS FACULTY TECHNICIAN

Start date: September 2023
Salary: Grade 3 - £21,968 per annum – (Actual £18,419)
Hours: 36 hours per week
Contract: Permanent - Full time (Term time) plus 10 days (5 of which are INSET days)

This is an opportunity for an outstanding PE/Arts Faculty Technician, to join a beacon of excellence in girls' education.

A suitably qualified and enthusiastic PE/Arts Technician is required to join our successful team supporting teaching across key stages 3, 4 and 5. The appointed candidate would be expected to perform a range of duties including working as a lifeguard, have good IT/media skills, to help document practical examination assessments, preparing lesson materials and supporting teaching staff.

The successful applicant must be a qualified lifeguard and hold a relevant qualification.

They will also be someone who values working as part of a team ensuring the highest possible standards of achievement and attainment.

BHSA is an all through 3-19 years girls' academy sponsored by the Girls' Day School Trust, and is, and will continue to be, a highly successful centre of education where every student matters, where expectations of all members of our community are high and where personal achievement and fulfilment are valued and sought after.

BHSA promises the highest level of academic provision alongside an extensive programme of enrichment activities, and all within a friendly and supportive family environment.

BHSA places a high value on CPD and supports all staff in accessing top quality training.

For full details and an application pack please visit: www.birkenheadhigh.gdst.net

Completed applications can be emailed directly to: j.campion@birkhs.gdst.net

Should you require any further information please contact the School Office on: 0151 652 5777

Closing date for applications: 5th June 2023 (9.00am)

Interviews will be held on: 9th June 2023

References for shortlisted candidates will be requested prior to interview.

If you have not heard from us by **8th June** you should assume you have not been shortlisted for interview on this occasion.

We are committed to the safeguarding of children and child protection screening and online checks apply to this post



Job Description – PE/Arts Faculty Technician

Job Purpose	The appointed candidate would be expected to perform a range of duties including working as a lifeguard, have good IT/media skills, to help document practical examination assessments, preparing lesson materials and supporting teaching staff. This is a varied role, working across different departments.
Accountable to:	Head of Faculty and Heads of Department
Accountabilities	<p>1. Teaching & Learning</p> <ul style="list-style-type: none">a) Prepare, set out and clear away equipment and materials for lessons and practical examinations (including checking and/or calibrating of equipment) in accordance with required timescales.b) To carry out regular checks on equipment within the department.c) Where relevant, assist in the mounting of displays and visual aids.d) Provide assistance to the teacher before and during lessons.e) Assist pupils in safely using equipment and undertaking practical activities.f) Provide support to relevant extra-curricular activities and whole school events.g) To work as a lifeguard for swimming lessons.h) To assist with the set-up and maintenance of IT/ media equipment used across the faculty. This would involve assisting during after-school activities, including whole-school productions and concerts.i) Working with each departmental head to assist in the collection of practical examination evidence. <p>2. Health and Safety</p> <ul style="list-style-type: none">a) Check that risk assessments are kept up to date and employed for all relevant practical activities, reminding relevant members of staff if they are not.b) Provide emergency first aid to staff and students, training will be undertaken upon joining the Academy.c) Be aware of all relevant emergency procedures and take prompt action to deal appropriately with any emergencies. <p>3. Management of resources</p> <ul style="list-style-type: none">a) Maintain the departmental inventory and undertake stock control and purchasing of equipment, materials, textbooks and audio visual resources in order to ensure that appropriate levels of stock are held and that replacement supplies are obtained before stock runs out.

	<p>b) Manage, within the constraints of space, the safe, organised and tidy storage of all the above.</p> <p>c) Ensure that store rooms and work area is kept tidy and that all equipment is clean and in good working order.</p> <p>d) Arrange for the testing and/or servicing of equipment at required intervals, and for repairs to be undertaken when necessary; undertake minor repairs within own level of competence.</p> <p>4. Training & development</p> <p>a) Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills and keep up to date with technical and health and safety requirements relevant to the job.</p> <p>b) Hold an up-to-date lifeguard qualification.</p>
<p>General requirements</p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> • Work towards and support the school vision and the current school objectives outlined in the Academy Development Plan. • Contribute to the academy’s programme of extra-curricular activities. • Support and contribute to the academy’s responsibility for safeguarding students. • Work within the academy’s health and safety policy to ensure a safe working environment for staff, students and visitors. • Work within the ATB’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the performance review process. • Adhere to academy policies. • Undertake other reasonable duties related to the job purpose required from time to time.
<p>Review and Amendment</p>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>



Person Specification – PE/Arts Faculty Technician

Skills Required

Well organised, able to approach work methodically, prioritise and meet deadlines	Essential
Good written and verbal communication skills	Essential
Competent at reading and following verbal and written instructions	Essential
Good interpersonal and team working skills	Essential
Good manipulative/manual handling skills	Essential

Knowledge Base

Good, basic background knowledge of technology	Essential
A basic knowledge of how to use common ICT applications including the ability to produce and edit documents and use spreadsheets	Essential
Ability to use e-mail and access information from the internet	Essential
An understanding of how to use and set-up live sound and lighting equipment	Desirable

Qualifications/Attainment

GCSE Maths, English (or equivalent qualification)	Grade C or above	Essential
Be a qualified lifeguard and hold relevant qualification or a willingness to obtain		Desirable
A relevant technician qualification	NVQ 2 or above	Desirable
A first aid at work qualification or willingness to obtain		Desirable

Attitude/approach

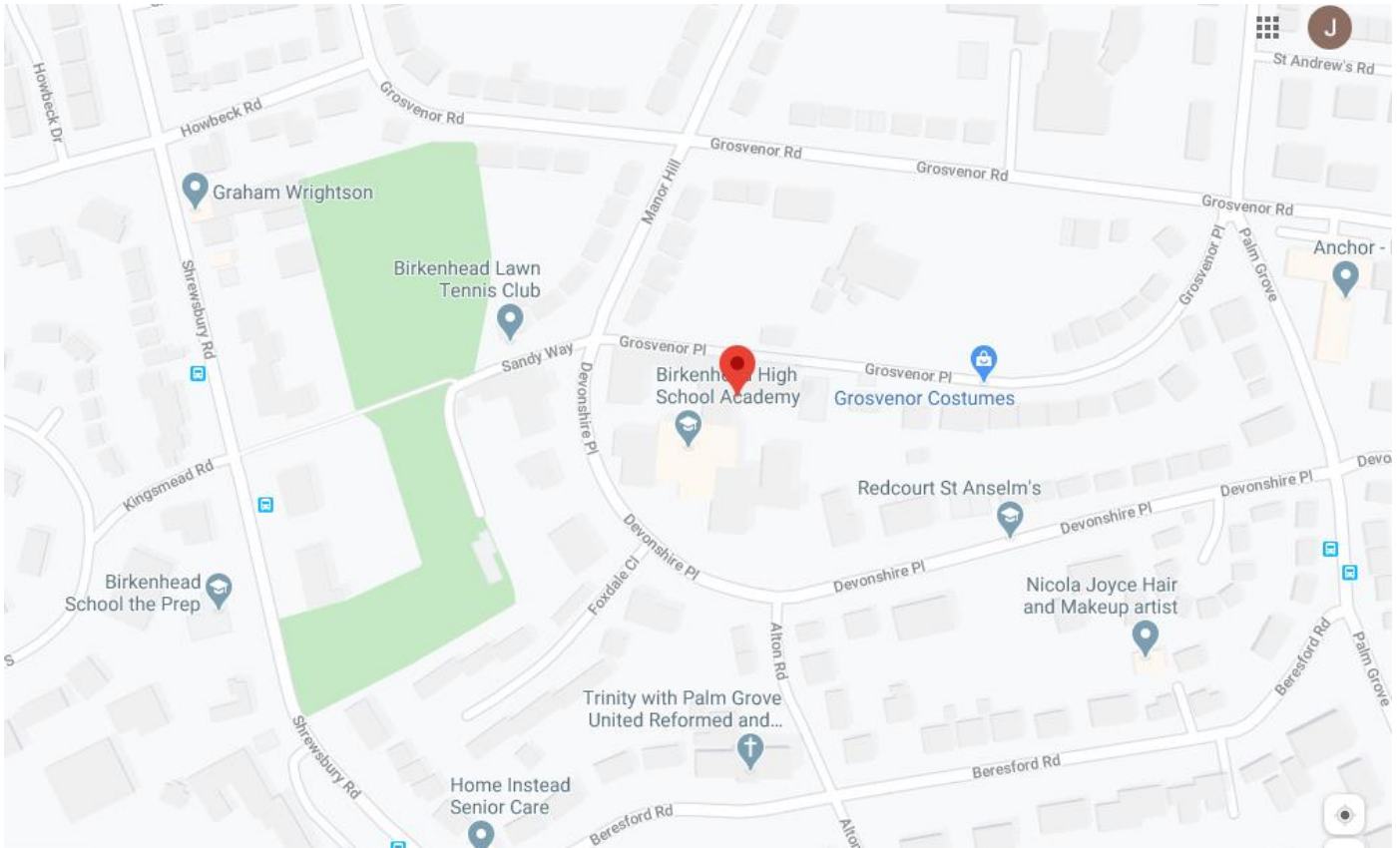
Reliable and good time-keeper	Essential
Able to work calmly and respond to occasions when work needs to be done quickly (during the 'turn around' between lessons)	Desirable
Discreet and able to deal with confidential information (e.g. exam practicals)	Desirable
Willingness to contribute to extra curricular activities and school events	Desirable
A 'can do' attitude and sense of humour	Essential



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HOW TO FIND US



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