

THE SAINT JOHN HENRY NEWMAN CATHOLIC SCHOOL

Applicant Pack



Performing Arts Technician

October 2025





Welcome from our Headteacher

Dear Applicant,

Thank you for your interest in working at the Saint John Henry Newman School. I hope you find this information pack a useful introduction to our school. We are delighted that you see our school as a place where you can make an impact.

The Saint John Henry Newman Catholic School is a very distinctive community which unequivocally works to be a living Christian community in which each child and young adult is known and loved for who they are. We want our students to enjoy their education – to be happy, safe and secure and to grow in God’s love so that when they leave the school, they are equipped to change the world and make it a better place.

We firmly believe that our parents are the ‘prime’ educators and that our success is a result of the collaboration between parents, school and child working together for the good of the child. Our parents are encouraged to be fully engaged in their children’s education and there are many opportunities for parents to visit the school and contribute to their children’s adult formation and academic success.

This academic success is highlighted by the high rate of progress our students make. The school’s progress 8 score of 0.73 places the school in the top 6% of schools in the country, whilst at Sixth Form our students continue to achieve in excess of national standards. This success at key stage 4 and 5 means that the Saint John Henry Newman Catholic School continues to be officially recognised as one of the highest-achieving schools in the country.

We are however very clear that our ‘Mission’ is to create an environment in which children can discover who they are and what their role in this life is. In the words of our patron, the Blessed John Henry Newman, we believe that “God has created us to do Him some definite service”.

Thank you for your interest in Saint John Henry Newman School. My colleagues and I look forward to reviewing your application.

Yours faithfully,

David Carrasco
Headteacher



Benefits of working at The Saint John Henry Newman Catholic School

SUPERB WORKING CONDITIONS

- A modern Performing Arts centre with purpose-built spaces for music, drama and productions, including high-quality sound, lighting and staging equipment.
- Opportunities to be directly involved in concerts, productions and school events, working alongside specialist staff and talented students.
- In the November 2024 staff survey, 100% of teachers said they were proud to work here – support staff also benefit from the same positive and collaborative culture.
- Excellent transport links – close to the A1 and only 30 minutes to central London, with Stevenage to London just over 20 minutes by train.
- Stevenage offers more affordable housing than many areas of Hertfordshire, with staff also living in the nearby villages and market towns of North Hertfordshire.
- Secure free car parking for all staff.
- Excellent staff facilities, including free tea and coffee, fridges and microwaves in staffrooms.
- Active staff association providing support, recognition and social opportunities for colleagues.
- Social activities including staff choir, running club, football, book group, Christmas events and informal nights out.
- Flu vaccinations for all staff.
- Supportive of flexible working where possible.
- Governors focused on staff wellbeing, equality and diversity.

A THRIVING COMMUNITY WHERE YOU CAN ENJOY TEACHING

- Oversubscribed school with close links to the community and supportive parents.
- Students praised by Ofsted for their exemplary behaviour, pride in belonging, and eagerness to learn.
- A strong culture of collaboration between teaching and support staff – with many opportunities to contribute to school life.
- Involvement in a wide range of school events and celebrations, from concerts to Presentation Evening.

A SERIOUS COMMITMENT TO PROFESSIONAL DEVELOPMENT

- Comprehensive induction for all new staff.
- Opportunities for training in specialist areas such as sound, lighting and staging, with support to develop professional expertise.
- Performance management and appraisal process that supports career progression.
- Whole school CPD opportunities, with the chance to collaborate across departments.





Introduction of Our School

The Saint John Henry Newman school serves the North Hertfordshire Catholic community but our catchment area extends to Bedfordshire, East Hertfordshire and parts of Cambridgeshire. Originally, a 6-form entry School, the intake was increased to 210 in 1999 and increased to 8 form entry in September 2015. There is a high retention rate in the Sixth Form and many students apply to join our Sixth Form from other establishments. Consequently, the School has grown in size from 830 in 1993 to approximately 1600 in September 2023, with 400 students in the Sixth Form. The School became an academy as part of the Diocese of Westminster Academy Trust in 2012 and has benefitted from considerable investment in its buildings as a result, including a £3.5 million Sports and Performing Arts block (The Pavilion).

A major refurbishment of the school estate is currently being undertaken with the provision of two new blocks which are open and operational. These home new teaching accommodation, a dedicated sixth-form suite, a greater number of computer rooms and improvements to the Library, Dining and Hall facilities. The existing main block is being demolished as part of the final phase of the works. Following the demolition of the old teaching block the school will landscape the grounds to create a new prayer garden.



The first of the new facilities was opened by former Headteacher Mr Kelly in October 2022. The second phase of the work which includes the opening of the new main block known as the Mathew Block had its formal grand opening in January 2024 and was opened by former Headteacher Mr Mathew as seen in the picture above.

Our Mission Statement emphasises the practical nature of our religious character. We seek to offer a living Christian experience as a community in which each pupil is valued as an individual and is encouraged to achieve success in school life. Our Chapel is a central part of school life but it is in the day-to-day operation of school life that the School sees its aims being fulfilled. We want Students and students to enjoy the experience of being part of the Saint John Henry Newman Catholic School community, to gain in self-confidence and to become young adults instilled with a sense of personal responsibility, social commitment and, hopefully, an awareness of their own distinctive spirituality. We want them to be equipped to change their world.

The pupil population is mostly Catholic and the School is heavily oversubscribed for places. Although not all staff are Catholic (teaching staff 45.9% are Catholics), all maintain and support the distinctive Catholic nature of the School and support the Headteacher in



implementing the School Mission Statement. There is presently 90 members of teaching staff and there is a generous complement of support, technical, clerical and maintenance staff.

In years 7 to 9 Students follow a broad and balanced curriculum based on the National Curriculum. Students in Year 10 and 11 follow a core curriculum of English, Maths, Science and RE with three subject choices. At Key Stage 4 we encourage students to follow the EBAC where this is appropriate, but we offer a wide range of GCSEs and the creative subjects (Art, Drama, Dance and Music) are very popular option. We offer a range of vocational courses for Students for whom this is appropriate.



Our current provision offers vocational courses in Child Development, Catering and Sport. We have a large sixth form of approximately 400 students and there is a very wide range of A-level provision. Advanced Vocational courses are also offered in Art and Design, Production Arts, Digital Music Production, Music Performance. Applied Science, Sport and Health and Social Care.

The School has an excellent academic reputation. In 2024/25 the students achieved: 84% GCSE English and Maths at 9-4, 34% of all GCSE grades achieved were 9-7, 58% of A Level grades were A*, A or B. At A-level the pass rate for the last three years has been over 98%.

The pass rate for Vocational courses has consistently been 100%. We are, however, conscious that we have the capacity to improve further and we are determined to do this on behalf of our Students and students. Exam results, important though they are for opening doors for Students in the future, do not determine success and happiness.

Therefore, we have a strong enrichment and well-being program that encompasses every student and a comprehensive career curriculum. We have been awarded with the Kitemark for emotional health and wellbeing for our work supporting students, their families and staff.



The number of Students entitled to free school meals is relatively low (8%) with 7.9% of Students receiving Pupil Premium. The ethnic composition of the School's population reflects the community which it serves. It is predominately white British (42%) but with significant proportions of ethnic minorities reflecting the Church's worldwide mission and the growing number of new migrants employed primarily in health care and scientific research. Attendance is above the national average with very low unauthorised absence figures.



A Diocesan Section 48 inspection in November 2019 concluded that we are an “Outstanding Catholic School”. Our most recent Ofsted Section 8 inspection confirmed that the school continues to be judged as “Good”. Inspectors noted that the evidence gathered suggests the school may now be “Outstanding” should a full graded (Section 5) inspection take place. Our next inspection will therefore be a graded inspection.

Inspectors were full of praise for our pupils, noting that they are proud to belong to the school are confident and courteous, and that their behaviour is exemplary. Pupils spoke with pride about the many opportunities available to them, including the School Parliament, the Duke of Edinburgh’s Award scheme and the wide range of clubs in sport, drama and music. They value the leadership roles they are given and the fact that their voices are listened to, which helps them feel a deep sense of belonging and commitment to their school community. Inspectors described classrooms as calm and purposeful places where pupils are studious, eager to learn and determined to meet the very high expectations of their teachers. They also commented on the culture of kindness and acceptance that permeates the school, with staff who know and care for their pupils. As one sixth-form student summed up: “Whoever you are, wherever you come from and whatever you believe, you are given a warm welcome here.”

We operate at a very human level and recognise that it is our good and caring staff who sustain and develop our school. Our challenge is to maintain high-quality provision, hopefully, to continue to make changes to improve this, but above all, to honour the promise we make to every parent who chooses to send their child to our School - that each child will be recognised and loved for who they are and that they will be offered excellent learning opportunities in a safe, caring and inspirational environment.

We are looking to appoint individuals who will enjoy being part of this distinctive community and who will contribute to it by sharing their individual talents, character and commitment and, hopefully, sense of humour! The Saint John Henry Newman School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to a satisfactory enhanced DBS check.



Our Vision & Values

Our MISSION:

*Inspired by our faith,
hope and love in Christ,
we build an inclusive Catholic community,
striving to transform
our world*

Our Community Values Statement

- We belong to a community where everyone is valued, as **we do not prejudge or discriminate.**
- We belong to a community where everyone feels safe, as **we do not threaten, intimidate or harm others.**
- We belong to a community where diversity is respected, as **we celebrate difference and treat everyone equitably.**
- We belong to a community where success is celebrated, as **we encourage and support others to succeed.**
- We belong to a community where we can communicate our thoughts, feelings and ideas, and **we do this with integrity and sensitivity to the feelings of others.**
- We belong to a community where we can make mistakes, and **we seek dialogue and reconciliation to restore relationships.**
- We belong to a community which respects the environment around us, and **we take pride in and look after the school buildings and outdoor spaces.**
- We belong to a community which extends beyond the school walls, as **we live by these values out of school.**





Our Catholic Life

O Lord and Saviour, in your arms I am safe.
Keep me and I have nothing to fear.
I know nothing about the future, but I rely upon you.
I leave it all to you, because you know and I do not.
Help me to know you,
to believe in you,
to love you,
to serve you,
to always aim at bringing you glory,
to live to you and for you,
and to set a good example to all around me.
Amen.

Source: [John Henry Newman, 1801-1890](#) (Adapted)

The Catholic life of our school community continues to be at the core of everything that we do and to be the reason why our school exists. Our Students shine in every aspect of their lives; they are spiritual, powerful, creative and individual, each one of them inspired by God and talented beyond our comprehension and their own expectations. This is their time to discover who they are and what they could become, and our belief is that they could become anything that they wish to be - the page is blank. That is not to say that we have unrealistic expectations or aspirations for them, but it is to say that we believe that God's plans for them far exceed anything that they can imagine for themselves at this young age.

We believe that each child has his or her unique set of talents – these talents have been entrusted to him or her to be nurtured, developed and multiplied – not to be buried and forgotten. Each child must be given the time and support to become the person that God intended him or her to be. We believe in the need for developing self-respect – valuing our own identity and uniqueness and taking pride in ourselves and our achievements – learning to love ourselves as the person God created us to be.

A great challenge to which we aspire every day...





Application Process

How to apply:

This recruitment is managed by The Saint John Henry Newman School, in line with the latest guidance on safer recruitment. Please apply online at www.teachinherts.com or send your completed application form to hr@jhn.herts.sch.uk. You can also contact us on 01438 314 643.

Application Form:

Applicants must use the standard application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving your education. Include all the training you have completed. Application is done by Teach in Herts, CES or DfE application. However, we will ask successful applicants to backfill an official CES application form.

Person Specification and Personal Statement:

When writing your personal statement, you must address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References:

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. If you have worked in a school previously one referee should be your last Headteacher.

School Visits:

School tours are a standard part of the interview process. However, School visits are welcomed by prior arrangements. To arrange this, please contact Megan Mcdevitt, hr@jhn.herts.sch.uk or by phone 01438 314643.

Please Note:

Please note any job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed in the job description describe the post as it is at present, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The job description will be updated regularly in line with school's development plan.



Department Information

DT DEPT. INFORMATION 2025-2026

Our department focuses on two main specialist areas, Food technology and Design Technology. The department works as a strong unity to create a consistent approach to the national curriculum. The staffing of the department currently consists of a Head of Department, a subject specialist and leader for Food also second in department and one other full-time member of staff. The department is supported by two highly skilled technicians.

The accommodation is grouped in two main areas that are geographically close to each other. We have a new well-equipped Food technology in the new Kelly block and have two well equipped and spacious workshops one of which is equipped with CAD and computer facilities. The workshops are organised to cater across the curriculum from KS3 to KS5. The Design Technology Technician works from a suitably equipped materials preparation room, supporting Design Technology.

KS3 Curriculum

We teach students to acquire a broad range of subject knowledge and draw on disciplines such as mathematics, science, engineering, computing and art. Students learn how to take risks, becoming resourceful, innovative, enterprising and capable citizens. Within Design Technology we strive to make students aware of their role in society and to give them the skills to be sustainable and understanding of their personal impact on the planet. To reflect this sustainable approach to design we focus our material use toward timber, paper and boards.

KS4 Curriculum

We currently offer the following KS4 subjects: -

- WJEC Hospitality and catering
- GCSE Design Technology

Design Technology Enrichment

We believe in the many benefits derived from Project Based Learning and these bring about a positive learning experience for all involved developing cooperation and collaboration through group-based work. This is balanced with the theoretical content needed to be successful.

Extra-Curricular Activities

To embed the enjoyment of working with materials and allow students to be more adventurous in their designs we run a well-attended Technology club which is open to all year groups

Mr C Crafter, Subject Leader of DT



Job Description for Performing Arts Technician

Job title:	Performing Arts Technician
Publish date:	October 2025
Start date:	November
Hours:	Full Time
Salary band:	H4.6 £25,989 FTE – subject to pro-rata hours
Contract:	Permanent
Reports to:	Head of Production Arts
Department:	Production Art

This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed below describe the post as it is at present, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The job description will be updated regularly in line with school's development plan.

1. INTRODUCTION

- 1.1 You are accountable to the Governing Body through the line management structure shown in the Staff Handbook.
- 1.2 You are required to maintain and develop the Catholic character of the School in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement and in maintaining the distinctive Catholic nature of the School.

2. THE ROLE OF AN PERFORMING ARTS TECHNICIAN AT THE SAINT JOHN HENRY NEWMAN SCHOOL

- 2.1 To carry out all tasks relating to the provision of sound, lighting and staging for school events, assemblies and productions as required
- 2.2 To ensure that appropriate sound, lighting and staging support is available to all staff

3. JOB PURPOSE

3.1 Areas stated below:

- To support Production Arts and Performing Arts staff with the day to day use of the sound, lighting and staging as required
- To ensure the smooth delivery of lights and sound during assemblies
- To provide external speakers with support in the use of the school's microphones and ensure suitable lighting and staging as needed
- To provide sound, lighting and staging services for school events such as Masses, Presentation Evening, music concerts and theatrical performances
- To encourage students to work with the sound, lighting systems and staging to develop their interest in this area
- To lead in the assembly and construction of staging for school productions



- To ensure the Main School Hall is kept in good order and safe at all times
- To work within Health & Safety at Work regulations and COSHH
- To support Music & Drama Departments in the setting up of equipment
- To be First Aid trained and provide cover for the Medical Room and afterschool events when required.

4. LINE MANAGEMENT

- 4.1 Formal line management meeting will take place termly and, on an ad-hoc basis at the request of either the Line Manager or postholder. Informal meetings are arranged as the need arises

5. SUPERVISION

5.1 The majority of this work is undertaken entirely without supervision. Matters of policy are discussed as the need arises with the Line Manager, by whom work is also monitored. You are expected to be pro-active, taking some responsibility for realising when tasks need to be done. You are expected to work within Health and Safety at Work regulation and COSHH. The post holder is required to be flexible to meet the needs of the school community and undertake other reasonable tasks as directed by your Line Manager

6. ACCOUNTABILITIES

6.1 You are responsible to the Headteacher & the Leadership Team Member.

6.2 You are required to:

- 6.2.1 Undertake all reasonable precautions to safeguard the health and safety of students and staff at all times.
- 6.2.2 Ensure that all students are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender and race discrimination are actively discouraged.
- 6.2.3 Encourage an environment and ethos which underpins and enhances students; learning and rewards students; achievements.
- 6.2.4 Take active responsibility for formulating fair and consistent standards of discipline and follow up concerns according to the school's procedures

7 EQUALITIES

7.1 Be aware of and support school policies that promote equality within and beyond the school community.

8 HEALTH AND SAFETY

8.1 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

9 DISCLOSURE & BARRING SERVICE

9.1 This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checks.

10 MONITORING

10.1 To keep an accurate and up to date register for all classes taught



10.2 Regularly mark pupils work in line with the School's marking policy.

10.3 Monitor pupil progress and address underachievement using Departmental policies.

10.4 To contribute to the development of self-evaluation procedures within the department.

11 SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

11.1 You will ensure that child protection and the safeguarding of students are given the highest priority at all times.

11.2 The Saint John Henry Newman School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.



Person Specification

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> ▪ GCSEs English and Maths Grade C/Grade 5 and above ▪ High standard of written and oral communication ▪ Hold a basic First Aid qualification or be prepared to undergo training for a basic First Aid qualification ▪ Holds a Qualification in Level 3 in Production Arts ▪ (BTEC/UAL) or equivalent technical theatre qualification 	<ul style="list-style-type: none"> ▪ Experience working in a professional position ▪ Experience of working in an educational environment ▪ Holds a health and safety qualification or willing to train for basic H and S during probationary period. ▪ Knowledge of current legislation e.g. The Green Book
Personal	
<ul style="list-style-type: none"> ▪ Genuine passion and a belief in the potential of every pupil ▪ Self-motivated ▪ Ability to communicate effectively and relate well to others ▪ Good collaborator who can contribute positively to teams ▪ Effective time management and organisational skills ▪ Commitment to inclusion, equity and the safeguarding and welfare of all pupils ▪ Demonstrate excellent attendance, punctuality and professional appearance ▪ To support and uphold the Catholic ethos of the school 	



Headteacher: Mr D Carrasco-Morley

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