

**SENIOR ART & D&T**

**TECHNICIAN**

**RECRUITMENT PACK**

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Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and four secondary schools located in Coventry, Warwickshire and Leicestershire. We have 6,000 pupils in our schools and nearly 850 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

**2. It’s about learning**

Students, teachers and leaders focused upon developing and improving their learning.

1. **Students first**

Teachers and leaders totally focused upon the educational benefit of our students.

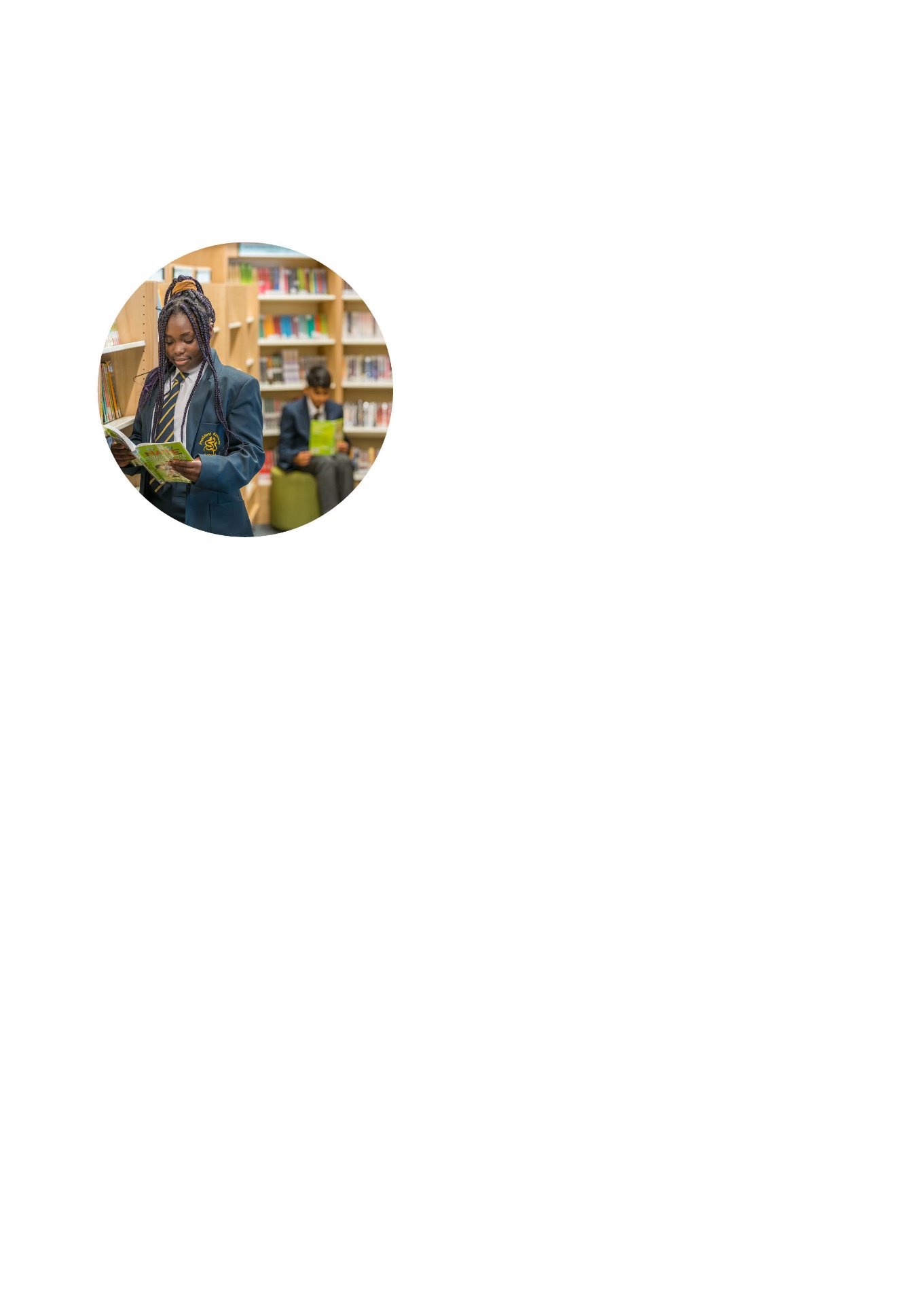
1. **No barriers**

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in

outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





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|  | | President Kennedy School is an outstanding school that is committed to Building Brighter Futures for all of its students.  A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.  *Sam Rooke, Acting Headteacher* | |
| **JOB TITLE:** | **SENIOR ART & DESIGN & TECHNOLOGY TECHNICIAN** | |
| **OPPORTUNITY:** | This is an exciting time to join The Futures Trust. The Trust is passionate about building brighter futures for the young people who attend its schools. We are seeking to appoint an excellent Senior Art & Design & Technology Technician to join President Kennedy School. You will be part of a busy team supporting the Art Department & Design & Technology Department.  Under the direction of the Subject Leaders of Art and Design & Technology, you will provide outstanding support and assistance in running safe areas for staff and pupils by the preparation of equipment, tools and materials for both the Art & Design and Technology lessons. | |
| **REPORTING TO:** | Subject Leader – D&T and Subject Leader - Art | |
| **LOCATION:** | Based at President Kennedy School with a requirement to travel to work at or for schools in the Trust | |
| **SALARY/HOURS:** | Grade 4 - £19,771 - £22,871 per annum, pro-rata salary  37 hours per week, 40 weeks per annum | |
| **BENEFITS:** | * Competitive rates of pay * Extensive professional development opportunities across   the Trust   * Career pathways across the Trust * Teacher/Local Authority Pension Schemes * Online retail discount * Employee Assistance Programme * Family Friendly policies to support family & carer commitments * Flexible Working Arrangements | |

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**PRESIDENT KENNEDY SCHOOL**



The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People,

and require all staff and volunteers to share this commitment.

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**JOB DESCRIPTION**

Under the direction of the Subject Leaders, provide outstanding support and assistance in running safe areas for staff and pupils by the preparation of tools, equipment and materials for Art and Design and Technology lessons.

**Duties and responsibilities**

* General care and use of workshops and/or department areas including general maintenance and of hand tools and equipment e.g. art and photography resources, machine tools, hand tools, drilling machines, lathes and planes, appropriate repairs, safe storage and cleaning.
* Ensure robust risk assessments are in place and renewed appropriately and report on major repair or renewals where appropriate, as well as identify simple faults in equipment and undertake minor repairs.
* Be part of school’s Health and Safety Committee and contribute towards ensuring health and safety culture across the school and within D&T Department.
* Preparation and clearing away of materials and equipment including construction of equipment, visual aids displays, testing of new equipment and setting up experiments and demonstrations for staff and pupils.
* Preparation of prototypes for given Art, Photography & D&T disciplines.
* Testing new equipment and assisting in developing new approaches, equipment and designs.
* Use Information Technology to support the day to day management and delivery of the curriculum.
* Undertake the resourcing of the department and lessons, in conjunction with Subject Leader in order to meet defined curriculum needs across the department identified by D&T staff.
* Test new equipment and assist in the development of new practical work for lessons and exams including innovative IT applications and adaptations.
* Create audio visual and other classroom aids including making and mounting wall displays within parameters set.
* Create digital photographical evidence to support work by staff and students.
* Assisting with practical work for small groups or individual guidance and advice to students, including support and advice for project work showing knowledge of specific aspects of new technology and software teaching with staff.
* Update and ensure knowledge and compliance of all major Health and Safety including Risk Assessments. Ensure safe storage of potentially harmful materials (COSHH regulations) and monitoring of tools, equipment and machinery on a regular basis to ensure equipment is safe before issuing to pupils or staff. Maintain records of safety checks and others required for the storage of dangerous substances.
* Operate an efficient system for stocking, storing and ordering equipment and materials, including obtaining quotes from suppliers, prepare requisitions, receive and check deliveries ensuring relevant records and inventory checks are made.
* Occasional cash handling for the purchase of consumables, as and when necessary, maintaining basic records in relation to pupil materials and purchases.
* Provide basic clerical/admin support for departments within Art, Photography and Design Technology. Maintain confidentiality in respect of any sensitive information.
* Ensure safe storage of dangerous materials and disposal of waste materials.
* Assist with any injuries to staff and students as required. You will be expected to complete first aid training.

**Any other duties:**

* Any other duties and responsibilities within the range of the salary grade.
* Assist school with occasional mini bus duties.

**Line management**

* The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or Design & Technology Technicians in the department.

**Professional Development**

* Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Art & Design & Technology Technician are up to date.
* Be a professional role model, and understand and promote the aims of the School and the values of the Trust.
* The school will support any additional training required to fulfil the role across the two departments.

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**PERSON SPECIFICATION**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education and qualifications** | * GCSE’s grade C /4 or above in English and Maths or equivalent * Certificate for Workshop and Machinery Health & Safety * Health and Safety at Work Certificate including safe storage and use of COSHH substances * Qualified First Aider or willing to be trained. Training will be provided. * ICT skills, including the use of CAD/CAM or willing to be trained. This can be provided. * Experience working across a range of art and/or photography disciplines. | * Possession of appropriate certificates for centre lathe, cross cutter, pillar drill, band saw, tool grinder, planer, circular saw and any other relevant qualifications appropriate to this role (ideally through DATA). * Full driving licence. | Application Form  Interview |
| **Skills and**  **abilities** | * Able to liaise and communicate effectively via telephone and in person to obtain and provide information, give assistance and receive instruction * Ability to prioritise workload to meet deadlines for the preparation of materials needed for lessons. * Liaise with external agencies and firms in a professional manner * Use initiative and work effectively as part of a team * Maintain Workshop Health & Safety * Follow guidelines and recognise procedures and to operate in a systematic and methodical way * Prepare and manufacture teaching aids, equipment and materials following instructions given * Ability to adapt work and train in new technologies and equipment * Ability to operate general office equipment * Able to assist with demonstrations of equipment and experiments to pupils * Able to follow the school’s   safeguarding procedures and recognise when to report any concerns. |  | Application Form  Interview  Assessment |
| **Experience** | * Ideally 12 months working in a role providing relevant experience. * Experience of using own initiative and problem solving. * Planning for the efficient and cost effective use of resources. | * Working in an education environment | Application Form  Interview |
| **Knowledge and understanding** | * General knowledge of equipment for the use of metal and wood machinery (milling machines, lathes etc used in Design Technology including CADCAM (laser cutter, 3D printer etc.) plus additional practical and procedural knowledge. * Knowledge of materials used in Art & Design Technology * Knowledge and understanding of health and safety issues * A basic knowledge of the nature of work undertaken by a Secondary School. * A basic understanding of the needs and characteristics of young people. | * Child protection and keeping children safe in education | Application Form  Interview  Assessment |
| **Other requirements** | * A professional role model who is   committed to their own professional development and to developing  others   * Committed to and able to promote the aims of the school and the values of the Trust: Students First,   It’s about Learning, No Barriers.   * Able to work calmly under pressure and withstand stress * Able to work flexibly, and to attend meetings and INSET days as required |  | Interview |



**HOW TO APPLY**

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| **CLOSING DATE:** | Wednesday 22 November 2023 |
| **INTERVIEWS:** | w/c Monday 27 November 2023 |

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](https://www.thefuturestrust.org.uk/page/?title=Work+With+Us&pid=8) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](https://www.thefuturestrust.org.uk/page/?title=Work+With+Us&pid=8)

* President Kennedy Safeguarding & Child Protection Policy
* Safer Recruitment Policy
* Suitability Policy
* GDPR Privacy Notice for Applicants

**The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.**

**The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.**

