



# **Senior Art Design and Technology Technician Wren Academy Enfield**

Closing Date: 9.00am, Wednesday 18 May 2022

Interviews: After 18 May 2022





## Contents

- Executive Principal's Letter
- Advertisement
- Job Description
- Person Specification
- Academy Information
- Selection Process Details





Wren Academy Enfield

34 Turin Road  
London N9 8DQ

Telephone: 020 3150 4604  
Email: [enfield@wrenacademy.org](mailto:enfield@wrenacademy.org)  
Web: [wrenacademyenfield.org](http://wrenacademyenfield.org)

Executive Principal: Gavin Smith  
Vice Principal: Ertunc Hussein

May 2022

Dear Colleague

**Wren Academy Enfield – Senior Art Design and Technology Technician**

Thank you for your interest in this post at Wren Academy.

The information given in the documentation here and more general information elsewhere on our website should give you a clear understanding of the Academy. However, if you wish to find out more, please contact Maria Bigg on 020 8492 6000.

If you decide to apply, please follow this guidance carefully. Your completed application form, together with a supporting statement of not more than two sides of A4 using 12 point Arial font must be received by the Academy by 9.00am, Wednesday 18 May 2022, however applications will be considered as they are received. A hard copy of your application can be posted to the address above or sent by e-mail to [wrenhr@wrenacademy.org](mailto:wrenhr@wrenacademy.org).

Finally, thank you for taking on the demanding and time-consuming task of preparing your application for this role. I look forward to meeting you if you are selected for interview.

Yours sincerely

**Gavin Smith**  
**Executive Principal**

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.



**Wren  
Enfield**

## **Senior Art Design and Technology Technician**

**Salary £24,470- £26,282 per annum.  
NJC Scale Points 17 – 21**

**Paid for working 42 Weeks of the Year, 36 hours per week**

**Start date: September 2022**

An exciting opportunity has arisen to work as part of a welcoming, talented and highly motivated team at Wren Academy Enfield. We require a Senior Art, Design and Technology Technician who will support the learning needs of students by providing technical and resource leadership to the Art, Design and Technology (ADT) Faculty.

Wren Academy Enfield is the second school of the Wren Academies Trust. Having successfully opened in September 2021 with a first cohort of Year 7 students, we shared our accommodation with AIM Academy at Ponders End, Enfield in our first year. We have relocated to the Chase Farm Hospital site into temporary accommodation before starting to move into our permanent buildings including the sports hall and dance studio during the next academic year.

More details about our planned school can be found at the following link:

[Schools - Chase Farm Development](#)

Wren Academy Enfield is jointly sponsored by the London Diocesan Board for Schools and Berkhamsted School. This new school has been closely modelled on the successful Wren Academy Finchley, which has a strong sporting tradition with high standards of involvement and conduct.

Wren Academy Finchley quickly developed a strong reputation for outstanding teaching and learning, as well as enabling students to make excellent progress as demonstrated by our Progress 8 figure, which places us in the top 100 schools nationally. Since opening, the school has been awarded three outstanding OFSTED and two outstanding SIAMS reports. All the factors that have led to the notable success so far are being put in place to ensure similar outcomes at Wren Academy Enfield.

The successful candidate will demonstrate excellent communication skills, a keen desire to learn and the ability to be part of a team. Training will be given where appropriate, but experience of working in a fast-paced environment will be desirable.

We wish to appoint a colleague to this role who has:

- Excellent interpersonal skills
- The ability to work effectively as part of a team
- Good organisational skills
- Demonstrate an ability to use their own initiative and to have a common-sense approach.

Closing date: 9.00am, Wednesday 18 May 2022.

For an application pack, please see our website: [Recruitment - Welcome to Wren Enfield](https://www.wrenacademyenfield.org)  
([wrenacademyenfield.org](https://www.wrenacademyenfield.org))

Please note that we require the Wren Academy Application Form to be completed before we are able to consider your application. We do not accept CVs.

**The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.**

**The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.**

**Do justice, love kindness, walk humbly with your God: Micah 6v8**

# **WREN ACADEMIES TRUST**

## **Wren Academy Enfield**

### **Job Description – Senior Art Design and Technology Technician**

**Post Title:** Senior Art Design and Technology Technician

**Purpose:** To facilitate and support a quality learning experience for all students by providing technical and resource leadership to the Art and Design Technology (ADT) Faculty.

To provide effective, strategic and service-centred leadership for the technical support and display functions of the ADT team

To ensure the faculty offers value for money in terms of the purchase and maintenance of resources, equipment, consumables and other items

To ensure the ADT Faculty is a safe place in which students can learn and adults work

**Line Management:** Curriculum Lead for Design and Technology

**Working time:** 36 hours per week, 42 weeks per year (term time plus the last week of the Academy summer holidays).

#### **Key Duties**

- To lead the ADT technician team, providing support and guidance as necessary, to teaching, technical and contracted staff.
- To draw up and maintain an inventory of equipment for the Art Design and Technology (ADT) faculty
- To supervise and maintain ADT faculty resources and keep a record of stock.
- Maintain computer records of resources e.g. art library cataloguing.
- To oversee and ensure all ordering and purchasing are in line with the faculty (ADT) and departmental (Art and Design Technology) budget allocations
- To oversee the order of materials and tools via normal school procedures, as required and authorised by each head of department.
- Check any new orders into the ADT faculty and to follow up discrepancies and organise storage.
- To review, devise, implement and maintain systems for the effective preparation of materials for ADT lessons, as requested by each member of department, using the appropriate machine or hand tools.
- To review, devise, implement and maintain systems for the effective organisation of materials and resources in the ADT teaching rooms.
- To carry out daily tasks as directed by each head of department (Head of Art and Head of Design Technology), using faculty systems.
- To demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff and under their direction.
- Provide support for the ADT teaching staff in the classroom and assist pupils with routine practical tasks.

**Do justice, love kindness, walk humbly with your God: Micah 6v8**

- To devise systems and routines to ensure each teaching room is tidy and clean, including the cleaning of sinks, draining boards and the tidying of bookshelves. To liaise with the caretaker or the cleaning supervisor if the standard of cleaning falls below an acceptable level.
- To ensure all tools and equipment are stored securely after use.
- To ensure all students' work and unused material is returned to the appropriate storage area.
- To assist in preparing classroom and corridor displays. Mount and remove artwork as required.
- Ensure that all visual displays in the school are of high quality
- Ensure that the school's visual displays reflect its values, ethos and achievements
- Liaise with the school's teaching teams and non-teaching teams to establish a rolling programme of high quality, up-to-date displays
- To ensure the technician's workshop is kept secure, clean, tidy and free from all hazards.
- To ensure each teaching area is locked and secure when not in use.
- To be responsible for writing and updating equipment-based assessments annually.
- To carry out daily visual checks of all machinery, before being used by students.
- To report all Health and Safety hazards to the appropriate head of department.
- To ensure departmental first aid boxes are kept up to date and stocked.
- General administration tasks e.g. photocopying and filing.
- To carry out other tasks reasonably requested by each head of department, in accordance with the post holder's skills and qualifications.

#### **Professional Behaviour:**

- To maintain high standards of professional behaviour towards colleagues and students
- To lead by example and to follow the Academy's dress code and code of conduct
- To carry out duties in a friendly, helpful and professional manner
- To have a flexible approach and to be prepared for the unusual
- To uphold and actively support the Academy's policies and procedures on the safeguarding of young people

#### **Assessment:**

- To continue personal development as agreed in performance management
- To engage actively in the performance review process
- To address the performance management targets set by the line manager

#### **Other Specific Duties:**

- To play a full part in the life of the Academy community, to support its distinctive aim, vision and policies, and to encourage staff and students to follow this example
- To support the Academy in meeting its legal requirements as a Church School
- To have a record of excellent health, attendance and punctuality

**This job description is current at the date shown but, in consultation with you, may be changed by the Executive Principal to reflect or anticipate changes in the job commensurate with the salary and job title.**

**The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.**

**The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.**

**May 2022**

# **WREN ACADEMIES TRUST**

## **Wren Academy Enfield**

### **Person Specification – Senior Art Design and Technology Technician**

#### **Professional Skills and Experience**

1. Possess appropriate qualifications and/or experience in a similar role.
2. Be an excellent practitioner with the ability to inspire others.
3. Preferably have experience of school administrative practices and of working in more than one institution.
4. Have excellent typing skills and be conversant with modern office software.
5. Preferably have relevant experience of working in comprehensive and multicultural environments.

#### **People, Relationships and Communications**

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.
2. Be able to relate to all students and staff in a positive and constructive way.
3. Have qualities which earn the trust and respect of students, staff, parents and governors.
4. Possess integrity, optimism, credibility, resilience, calm and a sense of proportion.
5. Possess good written and verbal communication skills.
6. Have the ability to relate positively to parents and other stakeholders and engage successfully in the life of the Academy.
7. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.



## **Academy Information 2021/2022**

The development of a second academy has led to collaboration and innovation which benefits all staff and students within the Trust. There are many opportunities for professional development which will ensure that the successful candidate is encouraged and equipped to prepare for further career progression.

Wren Academy Enfield is a comprehensive school, which welcomes students whatever their previous academic attainment, then does all it can to maximise their potential. We are a vibrant and culturally diverse learning community where all members benefit from our distinctive and inclusive Christian vision inspired by the encounter of Zacchaeus with Jesus (Luke 19v1-10) and the exhortation found in Micah 6v8 to 'Do justice, love kindness and walk humbly with your God'.

Our curriculum is innovative, challenging and engaging. There is an extended school day with lessons of varying lengths, single sex teaching in core subjects and an extensive timetable of enrichment activities. Each half term we will organise a Focus Day on which the usual timetable gives way to in depth study of a range of issues relating to PSHE, the academy specialism and our ethos. To further support learning and social development, we have organised a House system consisting of vertical tutor groups of students in Years 7-10.

Inspired by Sir Christopher Wren, our specialism is Design and the Built Environment. Key skills associated with our specialism, such as planning and creativity, impact across all subjects. We will work closely with a range of public and private sector partners in delivering the specialism and in ensuring it enhances but never dominates our curriculum. Given the proximity to the Chase Farm Hospital we will explore ways that the specialism can incorporate the field of medical science to the benefit of all students.

We develop students' learning skills and attitudes through our immersion in a strong learning philosophy. This is based on the 6 Rs which encourages students to be:

- Resilient
- Relational
- Reflective
- Redemptive
- Resourceful
- Reverent

All learning is supported using digital tablets which are an expected item of equipment for every student. The use of the technology enhances learning within the classroom and at home.

Colleagues are encouraged to innovate and to develop new ways of learning and working together. Taking advantage of the rich curriculum and lesson planning from Wren Academy Finchley, teachers develop and enhance existing learning resources to create exciting curriculum opportunities for the benefit of students in both schools.

We are looking to recruit excellent teachers and support staff who have the desire to develop further. We want to appoint colleagues who possess real curiosity about the ways in which children learn most effectively and who are always seeking to extend their practice into new areas and learning activities. It is important that Wren staff are ambitious both for themselves and for students. Being part of a Multi Academy Trust will result in a wide range of opportunities for professional development and progression.

Other benefits of working and teaching at Wren Academy Enfield:

- Children of colleagues working at Wren for over two years will be given priority for a place in Year 7.
- Career development opportunities in a successful and growing Multi Academy Trust with plans to expand further.
- Excellent professional development opportunities, including support for programmes of further study and planned career development.
- Free refreshments and a lunchtime allowance
- Timetabled professional development time during the school day
- Planning and evaluation time in departments during the school day

Wren is a MAT with plans to develop beyond two schools. This will provide exciting professional development opportunities for the successful candidate.

Further details on the curriculum, structure and ethos of the Academy are available on our website, [www.wrenacademyenfield.org](http://www.wrenacademyenfield.org)

**Gavin Smith**  
**Executive Principal**

# **Selection Process Details**

## **Application deadline**

Completed application forms must be received by 9.00am, Wednesday 18 May 2022.

## **Completing your application**

Candidates are asked to read the details in this pack carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria set out in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Your completed application and supporting statement should be emailed to [wrenhr@wrenacademy.org](mailto:wrenhr@wrenacademy.org). CVs will not be accepted.

## **Selection process**

The selection process will consist of a combination of tasks, activities, lesson observations, presentations and interview. Further details will be provided to the candidates shortlisted for interview.

## **References**

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that your referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

## **Safeguarding children**

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

May 2022