



Simon Langton Girls' Grammar School

Art Technician Part-time (Maternity Cover)

April 2024



Candidate Information Pack



Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard
Headteacher





Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

We are looking to appoint a part-time Art Technician (maternity cover) to support teaching and learning within our Art Department. The role requires a well organised person with good art knowledge and practical experience. The post holder will support the Art Department in preparing for lessons and will assist in the general organisation of the art room, stock and resources whilst also offering technical assistance.

The successful candidate will be required to work 30 hours per week over 4 or 5 days, term time (currently 38 weeks per year), plus 30 hours in school summer holidays. The working days can be negotiated with the Subject Leader for Art prior to appointment. The starting annual salary will be paid at Kent Range 4 - £16,420 p.a. pro rata (FTE £23,338).

Start date to be Monday 3rd June 2024, or as soon as possible thereafter, and is dependent upon the receipt of a satisfactory DBS check and any notice period required.



Job Information



Job Specification

Job Title: Art Technician

Job Purpose: To support teaching and learning within the Art Department. The role requires a well organised person with good art knowledge and practical experience. The post holder will support the Art Department in preparing for art lessons and will assist in the general organisation of the art room, stock and resources whilst also offering technical assistance.

Responsible to: Subject Leader for Art

Salary: KCC Kent Range 4 £16,420 p.a. pro rata (FTE £23,338)

Hours of Work: 30 hours per week (worked over 4/5 days), term time (currently 38 weeks per year), plus 30 hours in school summer holidays.

Specific Accountabilities:

General Organisation of Art Rooms:

- To organise kiln room; organise firings, processing of work and keeping clean and free of clay dust
- To organise newspaper supplies
- To ensure blue paper does not run out and liaise with staff if usage is excessive
- To ensure props and resources are returned to storage on a regular basis especially at end of projects and keep the props cupboard organised
- General tidying duties

Manage Stock/Resources:

- To keep a record of stock, replenish resources and order materials when necessary
- To source materials for recycling within the school. e.g., paper offcuts from reprographics and wood/ Perspex from Design Engineering

- To update the asset register
- To go through clay and printmaking trolley once a term and wash and maintain and check resources
- To divide resources which are required (according to numbers being taught)
- To mix screen printing inks and keep topped up in smaller lidded containers
- To check box in cupboard marked 'Resources for Preparation' with at least a week lead in time
- To ensure resources are prepared and kept topped up
- To organise vessels for plaster and papier mache
- To organise all stock organised in store cupboards

Technical Assistance:

- To cut down wooden boards/Perspex to size, using saws in Design Engineering
- To make up silkscreens
- To organise and oversee work being handed in with a checklist and storage areas
- To put up work and hang exhibitions for exam groups and maintain Art displays
- To help prepare competition work for submission and frame selected work

Health and Safety within the Department:

- To check health and safety tick list every month in the department
- To organise the storage and maintenance of easels
- To move 6th form room around for display and liaise with support staff to ensure boards are moved safely
- To maintain all printing presses/ organise the servicing of the kiln etc. and all equipment



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- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
 - Be committed to safeguarding and promoting the welfare of children and young people, following the school's safeguarding policy
 - To fulfil such other duties as may reasonably be expected by the headteacher/deputy in line with the expectations of the post

Support for the School:

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher

- Good general education, i.e., GCSE C or equivalent in English and Maths
- Good organisational skills, ability to prioritise
- Ability to complete tasks without immediate supervision and to work under pressure when required
- Appreciation and understanding of Art as taught in schools
- Positive attitude towards working in a large community and support of the School ethos
- Sensitive to matters of confidentiality
- Punctuality, a sound work ethic, and a very good attendance record
- Ability to relate to adolescents and adults
- Sense of humour
- A flexible approach with a commitment to teamwork

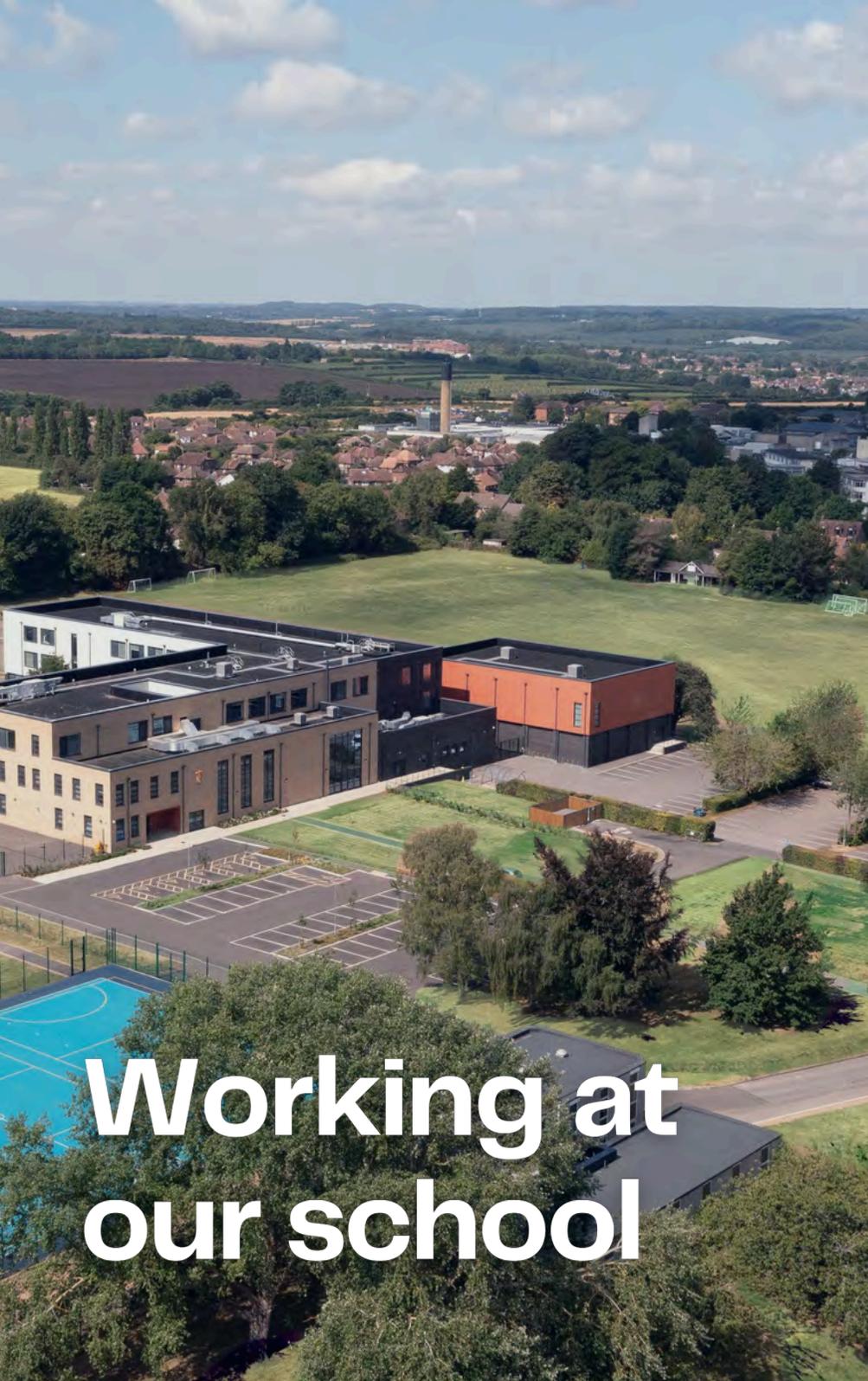
The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

We reserve the right to appoint and interview suitable candidates before the published closing date.

- Applications for this post must be made via Kent-Teach
- Applications must be made by midday on Friday 10th May 2024
- Interview date TBC
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) ewall@langton.kent.sch.uk



Person Specification



Working at our school

Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students

Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address





- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible. All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment