



Simon Langton Girls' Grammar School

# Art Technician

June 2022

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.

We are looking to appoint a part-time Art Technician 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 22.5 hours per week, term time (currently 38 weeks per year), plus 22.5 hours in school holidays. The working days can be negotiated with the Subject Leader for Art prior to appointment. The starting annual salary will be paid at KR4 - £10,186 p.a. pro rata (FTE £19,389 p.a.), (KR4 goes up to £10,766 p.a. pro rata / FTE £20,493 p.a.).

Closing date: mid-day Wednesday 6th July 2022





# 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 Lead for Art

**Salary:** KCC Kent Range 4 (£10,186 p.a. pro rata / £19,389 p.a. FTE)

**Hours of Work:** 22.5 hours per week (minimum of 3 days/days worked are negotiable). 39 weeks per year, currently term time plus 22.5 hours during school 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

#### **General Accountabilities:**

- To undertake other support duties such as may be agreed from time to time
- 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 and follow the safeguarding policy

#### **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.

- Applications for this post must be made via Kent-Teach by midday on Wednesday 6th July 2022 - click [HERE](#).
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) [ewall@langton.kent.sch.uk](mailto:ewall@langton.kent.sch.uk)



# Person Specification