



VALLEY INVICTA
ACADEMIES TRUST

Creative Technician

Invicta Grammar School



Shaping Tomorrow's Future Together

Valley Invicta Academies Trust is a dynamic, vibrant, multi-academy trust comprising of nine schools – five primary and four secondary – and Valley Invicta Teacher Training, all based in the Maidstone and Malling area of Kent.



INVICTA GRAMMAR
SCHOOL



Trust Welcome

Valley Invicta Academies Trust (VIAT) consists of an exceptional cluster of five primary and four secondary schools at the heart of the local community. We put the children we teach at the very centre of all we do. Our staff are equally at the heart of our schools.

We are now recruiting for a Digital Content Creator to join us. This is an exciting opportunity for an enthusiastic and committed professional to join a very successful, mature Trust that encourages all its staff to be the best they can be.

We are looking for an exceptionally talented individual who will use their energy and vision to make a real impact; to support the students with their career choices, as well as ensuring that our schools continue to develop their current standards and achievements – both academically and pastorally.

The successful candidate will receive encouragement, support, and guidance to develop their own career within the Trust, which prides itself on 'growing its own' talent.

Vacancy

Valley Invicta Academies Trust is highly respected and has an exciting opportunity on offer within Invicta Grammar School.

We would like to appoint Creative Technician who has the ability to support within a number of creative subjects within the school.

Who are we looking for?

The successful candidate will support the work of the DT, Food and Art departments so that teaching and learning is enhanced in these areas. The technician will work to support lessons in Design and Technology, Product Design, Food Technology, Art, Photography and Textiles.

This is a wonderful opportunity for you to join a growing Trust with an established staff body.

Our ethos

As a Trust, VIAT recognises the need to drive standards and to reflect and adapt according to the changing context of our community and the world we live in.

Our schools continually evolve in our drive for excellence; we aspire to provide outstanding care, outstanding education and outstanding opportunities.

We have a dedicated team of professionals who are always willing to support new staff.

New opportunities, including career progression, are actively sought for all staff across the Trust.

Collaboration with like-minded colleagues within VIAT is set up to provide networking, support, quality assurance and friendship.

Are you looking for a new challenge?

Do you:

- Enjoy working within a variety of different subjects?
- Have a willingness to learn new skills to enable you to work within the range of creative subjects offered at Invicta Grammar?
- Have an understanding of health and safety within lessons.
- Enjoy working and communicating with staff, students?
- Have excellent communication and interpersonal skills?
- Have effective ICT skills?

Are you the right candidate?

We would like to hear from you if you have:

- Good interpersonal skills, the ability to communicate effectively with a variety of people;
- A good sense of humour;
- The ability to work as a member of a collaborative team;
- The ability to remain calm and to cope with the unexpected;
- Excellent health and time keeping record;
- Good organisational skills.

If you think you would thrive in this environment we want to meet you.

Position	Creative Technician
Location	Invicta Grammar School
Responsible to	Headteacher
Basis	37 hours per week, term time plus (totally 190 days)
Commencement	As soon as possible
Salary	VIAT 2, £17,153 actual salary

Application Process

We are, of course, seeking to appoint the best possible candidate and therefore the application process will undertake all necessary measures to achieve this.

On the basis that some interested candidates may be keen to visit the Trust before making a formal application, you can arrange this by contacting Mrs N Fitzgerald, PA to Headteacher – n.fitzgerald@invicta.viat.org.uk.

When ready to apply, suitable and interested candidates are invited to complete an online application detailing why they are suitable for the role.

If you have any queries on any aspect of the application process or need additional information, please contact Mrs N Fitzgerald, PA to the Headteacher.

The Trust is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check.

Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Closing date for applications

Monday 19 June 2023, however, we reserve the right to close this vacancy early should we receive an overwhelming response.

Interviews and assessment activities

To be confirmed.



Job Description

Responsible to: Headteacher

Responsible for: Creative Technician

Duties and Responsibilities

As a Creative Technician, you will work as part of a team supporting teaching staff and students and play a crucial role in working with and the improvement of students' learning experience.

At Invicta Grammar School the Creative Technician could be asked to support in a range of subjects including Design and Technology, Product Design, Food Technology, Art, Photography and Textiles.

The successful candidate may not have experience within all these areas, however, where required, full training would be given to ensure they could offer each subject support when necessary.

You can expect to:

- Prepare, set up and check equipment supporting teaching staff and students during lessons.
- Put away equipment after lessons.
- Ensure a safe environment within the classroom.
- Organise and store equipment and check stock.
- Repair, maintain and modify equipment, as required.
- Undertake administrative tasks.
- Order all departmental resources.

Professional Development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other Areas of Responsibility

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher or Head of School.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, the Prevent duty guidance) and our safeguarding and child protection policies.
- Work with the Designated Safeguarding Lead to promote the best interests of students, including sharing concerns where necessary.

Other

- Complete projects and tasks as directed by the Headteacher.

Notes

This job description may be amended at any time in consultation with the postholder.



Person Specification

Qualifications and Training

- To be willing and able to work towards gaining any relevant qualifications, attending training and to take responsibility for your own development.
- A study of DT and/or Art at GCSE, A Level or Degree Level.

Experience

- Ability to quickly build a rapport with students and staff as well as initiate ways to support young people.
- Experience of self-evaluating learning needs and actively seeking learning opportunities.

Skills and Knowledge

- Effective use of ICT and other specialist equipment/resources.
- Knowledge of how a secondary school functions.
- Be able to adapt your communication style and be able to develop skills to suit the needs of the students that you are working with.

Attributes

- Commitment to safeguard and promote the welfare of children and young people.
- Able to work supportively as a team member and able to take your own initiative when working independently.

Desirable Criteria

- A qualification relevant to the role.
- Qualification in Food Hygiene.
- DATA Health and Safety training.
- Experience of working in a workshop or school DT/Art environment.
- Experience of working in a school Food room.
- Experience of working with children of all ages and ideally those of secondary school age.
- Working knowledge of relevant policies/codes of practice/legislation.
- Knowledge of the DT, Art and Food Technology curriculum.
- An understanding of school roles and responsibilities and the position of the Art/Food/DT Technician within these.
- Skills in using tools and equipment including centre lathe, band saw, router, electronics and soldering, sewing machines.
- Undertake any training required to undertake the role, or parts of the role, effectively.

Additional Duties

- Attend team meetings and staff meetings as required.
- Attend additional meetings which take place outside of school hours – for example relevant CPD sessions.

Benefits at Valley Invicta Academies Trust and Invicta Grammar School

VIAT is a dynamic organisation with many career opportunities for new and existing staff.

Here are just some of the benefits the Trust offers:

- An open and collaborative working environment, not just within Invicta Grammar School but across the Trust;
- A career in an organisation that values individuality and diversity.

Professional development opportunities:

- Regular training and access to a range of internal and external programmes tailored to your learning needs throughout your career;
- Opportunities for career progression across our family of schools;
- Subsidised MA opportunities with local and national universities;
- Coaching and Mentoring Programmes.

Financial:

- A competitive salary whereby pay progression is possible on an annual basis, following successful performance;
- Access to an attractive pension plan;
- Private health care;
- Subsidised childcare;
- Access to a range of benefits and discounts through Kent Rewards.

Equipment and facilities:

- A great working environment with some brand new facilities, and further developments in discussion;
- Free car parking;
- On-site catering, reasonably priced for staff;
- Social networking opportunities across the Trust to create new relationships both inside and outside the work setting.

VIAT also offers access to a range of health, wellbeing and personal support.

Our schools continually evolve in our drive for excellence; we aspire to provide Outstanding Care, Outstanding Education and Outstanding Opportunities.





Trust Vision and Values

VIAT believes in the benefits of cross-phase education whereby all pupils, regardless of background, are taught a broad curriculum by specialist teachers across all ages; thereby enabling them to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to teaching and learning; securing the very best outcomes for pupils.

Our children only get one chance in their education, and it is our responsibility to provide the very best for them.

All our schools have a strong and cohesive outlook, reflecting our inclusive vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate and enable them to grow in confidence, while cultivating thinking skills, and creative potential beyond typical expectations.

This secure foundation ensures an ambitious and aspirational approach, as well as a broader commitment to, and proactive engagement in, wider society, enabling our pupils to be fully ready - academically and personally - for their transition from primary into secondary school and a lifetime of influence beyond.



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