



LABORA CUM AMORE

St Simon Stock Catholic School

Art Technician

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551

Letter from the Executive Principal

Dear Candidate

Thank you for your interest in this exciting role within our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the determination and desire to support an excellent art curriculum, we would love to hear from you.

M Wilson

Mike Wilson

Executive Principal - St Gregory's Catholic School & St Simon Stock Catholic School



Labora cum Amore ~ Work with Love

About St Simon Stock Catholic School

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 25 academies (20 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



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Role description

The Role

St Simon Stock Catholic School is currently seeking to appoint an Art Technician (Part-time, term-time only). The department has three full-time teaching members of staff (and a student teacher), working across three classrooms, a 6th form studio, kiln room, small computer suite and a photography lighting studio.

We are looking for a reliable, flexible and proactive person. The right person is able to use their initiative and has the ability to foster strong working relationships with both students and staff. You must be well organised, with a good sense of humour.

Whilst the role is 15 hours a week, it offers the opportunity to be flexible with how this time is used - both over a week and during important parts of the academic year.

Experience in a similar role is preferable and candidates should have practical knowledge of working with a range of art materials and/or some experience of working with young people. But training will be given to outstanding candidates with the suitable skill set obtained in other sectors. The role could be used as a springboard into an exciting career teaching Art and Design

We warmly welcome visits to the school: to see the department and meet our team.

Our Offer

Benefits of working at St Simon Stock Catholic School:

- A supportive and caring working environment for staff and students
- A school wide focus on wellbeing
- Staff laptop provided
- Dedicated and bespoke CPD time for all staff
- Personal development opportunities
- Access to Kent Rewards Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources

We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for fostering a very caring environment and a great record for investing in staff training and development.

You are welcome to contact HR at HR@sscs.co.uk if you would like to visit the school before submitting an application.



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Job description

Job Title: Art Technician

Salary Grade: Kent Range 5 [£21,029.27 - £21,693 (£7,366 - £7,598 pro rata)]

Hours/week: 15 hours per week

Weeks/year: 38 weeks (Term Time only plus 5 non pupil days)

Purpose: To work with teachers as part of a professional team to support learning by providing technical assistance through the preparation and maintenance of teaching and storage areas, and equipment for pupils.

Duties and Responsibilities

	Set up resources/materials/equipment for lessons as and when directed.
	Support structured and practical activities for groups or on a one-to-one basis.
	Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.
	Safely and securely store allocated equipment, materials and students work to prevent unauthorised access/misuse.
	Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order.
	Undertake record keeping, as directed.
	Perform duties in line with health and safety, ensuring the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
	Assist with the preparation and curation of annual departmental exhibitions.
	Contribute and raise awareness of opportunities to enter students work in national and local competitions.
	Provide clerical and administrative support as needed.
	Be involved with promotional work for the department (newsletter, social media, photography of students work, creating content for the school website).
	<i>This list outlines the key duties and responsibilities of a role in a relatively newly developed department. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. The role may evolve over time with the addition and removal of some tasks but always in consultation and agreement of post holder and line manager.</i>



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Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	Good standard of general education together with good literacy and numeracy skills e.g. 5 GCSE (A - C) or equivalent)	E
	Level 2 Diploma (or equivalent)	D
Knowledge & Experience	Skilled in practical multi-tasking.	E
	Knowledge and experience of Art and art materials and equipment	E
	Knowledge and experience in the demands in a high achieving school environment	D
	Practical problem-solving	D
	A tangible interest in Art and Teaching	E
	Team orientated	D
	Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment	E
	Empathy, care, understanding of mindfulness, wellbeing and resilience	D
Skills, Qualities & Abilities	Excellent organisational and communication skills.	E
	Empathy with pupils	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	D
	Excellent interpersonal skills	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Assembly, disassembly and cleaning of equipment	E



Application process

You are welcome to contact HR at HR@ssscs.co.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach: [Click Here](#)

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: Monday 19th June 2023 at 9:00am

Interviews to be held: W/C 3rd July 2023

Start date: September 2023

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants.

Safer Recruitment *St Simon Stock Catholic School is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.*



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