



Swale
ACADEMIES
TRUST

The Whitstable School
Recruitment Pack
Visual & Performing Arts Technician



Bellevue Road
Whitstable
Kent
CT5 1PX

Job Description

School:	The Whitstable School
Job Title:	Visual / Performing Arts Technician
Grade:	SAT 4
Responsible to:	Head of Creative Arts

Purpose of the Job:

To work under the supervision and direction of the Head of Creative Arts as part of the Visual / Performing Arts Department to support learning by providing technical assistance, through the preparation and day to day maintenance of teaching areas and equipment for pupils

Main duties and responsibilities (Accountabilities):

1. Support the work of the visual and performing arts department in order to facilitate outstanding learning for students.
2. Assisting members of the department with preparing and setting out materials and equipment prior to the start of lessons.
3. To clear away and clean up any equipment after use so that teaching spaces and prep rooms are clean, tidy and safe.
4. Assist teaching staff with the displays in the department, classrooms and corridors.
5. Supporting with administrative tasks.
6. Ensure all equipment and resources held in departments are labelled and stored correctly.
7. Monitor the stock levels and order as required, within the departmental budgets, placing orders as necessary and checking materials, liaising with the suppliers as directed by the Head of Department.
8. Check off and safely store new stock as it arrives.
9. Keep the storerooms / equipment tidy and in good order.
10. Cutting and preparing resources for all areas of the department.
11. Labelling students work, displays and resources using ICT or as required.
12. Storing photographs / videos of students work on the school network and Google Drive as required.
13. Assist with the creation of displays for open evenings, annual exhibitions, examination exhibitions and other events.
14. Support with entries to competitions (online applications and preparation of selected work).
15. Play a role in the extra-curricular life of the department, practical assistance in contributing to off timetable workshops, activities etc.
16. Support with lighting and sound facilities in the stage and performance areas
17. Assist with set, props and costumes for school shows, events and performances

General accountabilities:

- Be aware of and comply with policies and procedures relation to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities as appropriate.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Visual / Performing Arts Technician

Grade: SAT 4

Responsible to: Head of Creative Arts

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE (or equivalent) level, including English, maths at grade C or above. • Qualification in art, performing arts or photography. 	<ul style="list-style-type: none"> • First Aid certificate. • Art & Design based degree or diploma would be beneficial
Experience	<ul style="list-style-type: none"> • Previous experience in art, photography or performing arts. • An interest and passion for visual and performing arts. 	<ul style="list-style-type: none"> • Experience of working in a creative / performing arts department. • Experience of working with students with SEN.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively with all school staff/colleagues, pupils, parents/carers, suppliers, visitors. • Ability to work to deadlines, e.g. when setting up equipment for a class. • Confidence and ability to ask questions relating to achieving the task. • Proficient in technical, practical and computer skills. • Ability to provide an excellent role model for pupils. 	<ul style="list-style-type: none"> • A driving licence • Ability to drive a minibus
Knowledge	<ul style="list-style-type: none"> • Understanding the issues surrounding the safeguarding of children and commitment to child welfare and safety • Working knowledge of relevant policies / codes of practice and awareness of relevant legislation • Ability to relate well to adults and children. • Knowledge of art and design techniques, materials and practice 	<ul style="list-style-type: none"> •
Personal qualities	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Commitment to the principals of equality and diversity • To be an effective team member • To be able to work calmly under pressure • To be flexible and be able to manage time effectively. • To work independently and collaboratively. 	<ul style="list-style-type: none"> •

Letter from Jon Whitcombe – Trust Principal

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust.

Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at our most recent Ofsted reports will point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

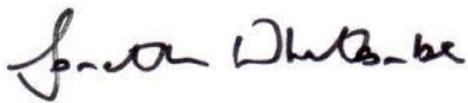
We don't seek to clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for pupils in a local setting. We do, however, collectively value and strive for all pupils to produce work which showcases their development over time of which they, their teachers and support staff and parents can be really proud.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink that reads "Jon Whitcombe". The signature is written in a cursive style with a large initial 'J' and 'W'.

Jon Whitcombe
Trust Principal

Dear Applicant

RE: Visual & Performing Arts Technician

Thank you for expressing an interest in the advertised post. We hope that you will take a look at the information about the role and, should you wish, contact our school prior to applying.

As a school, we are extremely proud of the rapid developments we are making. We have received a 'Good' Ofsted judgment in our last inspections and our ethos is fixed on continual improvement. The school has exciting plans to expand and become a flagship school that promotes the arts.

The Visual & Performing Arts Technician is a key role within the school, working alongside the Pastoral Support team and teaching staff you will contribute to the pastoral care of all students.

The Whitstable School joined Swale Academies Trust in September 2018. Strong teaching and learning networks across the schools allow for constant sharing of expertise and good practice. At the heart of our desire to improve is a relentless drive to ensure that students make exceptional levels of progress.

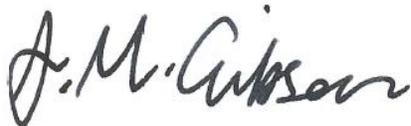
Details of this role are available from www.swaleacademiestrust.org, together with further information about the school and an application form.

Swale Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check and references. As a Trust dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

In light of the large number of applications that we receive we are unable to reply to each individual applicant. If you have not had a response from us within four weeks of the closing date please assume you have been unsuccessful. Please be assured however, that every application will be carefully considered.

Thank you for your interest in The Whitstable School.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A.M. Gibson', written in a cursive style.

Mrs A M Gibson
Headteacher

Swale Academies Trust

The Swale Academies Trust based in Kent came into being in September 2010 as one of the first few Academy Converter Schools based around Westlands School in Sittingbourne. As a National Support School and an Academy Sponsor, Westlands and Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of six secondary schools and ten primary schools. The Trust provides support for other schools, located in Kent and East Sussex.



As the Trust has grown and developed we continue to ensure that effective school support and leadership is maintained. Most of the schools that join us have had inherent weaknesses and challenges that need to be addressed. This involves intensive support and considerable levels of experience and intervention. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Sittingbourne School, Sittingbourne
- The Whitstable School, Whitstable
- Westlands School, Sittingbourne

Central Support Services

- Ashdown House, Sittingbourne

Extract from Safeguarding Policy

Introduction and Ethos

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in this policy apply to all staff and governors and are consistent with those of Kent Safeguarding Children Board (KSCB).

Recruitment of ex-offenders

The Trust has a written policy on the recruitment of ex-offenders, which is available on the Trust website under policies and documents.

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the [Kent-Teach](#) website and all electronic application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

HR Team
Swale Academies Trust
Ashdown House
Johnson Road
Sittingbourne
Kent
ME10 1JS

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

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

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and 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.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold. This can be downloaded here:

<https://www.swale.at/page/?title=Privacy+Notice&pid=33>

