HOE VALLEY SCHOOL

ART TECHNICIAN

JOB DESCRIPTION & PERSON SPECIFICATION
SALARY: £24,000 - £28,000 (actual salary) according to experience

The School

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve their highest potential."

Hoe Valley School is:

- An oversubscribed secondary school that opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7-13
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be 'work-ready' and the traits of excellent global citizens
- Following the National Curriculum, where Maths and English are taught every day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- In a state of the art, new School completed in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings, and ultimately by trusting our staff to deliver excellent outcomes

The Role

We are seeking a Technician to join the Faculty of Art, Photography & Textiles.

Reporting to the Head of Faculty, you will work closely with teaching staff to support student learning. Key responsibilities include sourcing and preparing materials, maintaining equipment, and keeping classrooms and prep rooms organised and safe. The successful candidate will also work alongside teachers to offer learning support with practical, theory and digital lessons when required.

The successful candidate may also assist other departments as needed and share our commitment to helping every student achieve their full potential.

This is an ideal role for anyone wanting to gain valuable experience of teaching within the Art's curriculum

Role Information

Contract: Term time, Permanent
Hours: Monday to Friday 8:00am-4:30pm
Salary: £24,000 to £28,000 actual salary (£28,057 - £32,733 FTE)
Start date: ASAP
Responsible to: Head of Art, Photography & Textiles and ultimately the Head Teacher

CORE RESPONSIBILITIES

Supporting Learning and Teaching in Art, Photography and Textiles

- To ensure that resources are organised and available to promote a purposeful environment for teaching and learning to take place
- To carry out and arrange for maintenance and repair of resources
- To assist the Art, Photography & Textiles faculty in maintaining a high profile across the School through offering vibrant and exciting learning opportunities
- To assist in ensuring that classrooms within the faculty present a stimulating environment through the display of students' work and other exemplar materials
- To assist in the promotion of high participation levels of Art, Photography and Textiles outside of the curriculum
- To assist with order requisitions and check deliveries
- To support the teaching professional in the workshop and classrooms to ensure all health and safety rules are followed
- To follow the schemes of work for each year group in order to support staff in and around lessons
- To support students with practical tasks and giving the opportunity for more advanced work to be achieved
- To offer support for students coming back to finish work as and where necessary to meet GCSE and A-level deadlines
- To help with the organisation of the open evenings, transition days, and whole school events as required

Health and Safety

- To assist the Head of Art, Photography & Textiles and faculty staff in technical support, including health & safety guidance
- To carry out risk assessments for technician activities and to support all faculty staff in their development of risk assessments for practical activities within Programmes of Study and for classrooms
- To provide technical support to students, including health & safety guidance
- To carry routine inspections and monitoring of all equipment with the faculty and keep the workshop and all faculty teaching spaces well organised and tidy
- To liaise with the Premises team to ensure all necessary testing and annual safety checks are carried out
- To operate safe handling and storage of all materials e.g. hazardous chemicals
- To keep all records for the department up to date and accessible (H&S, RA, maintenance etc.)

General duties

- To work as part of the overall support team of the School to ensure the School runs smoothly and effectively at all times
- To embody the School's values both on and off site
- To observe and implement current school policies and good practice
- To participate in and attend meetings and training as appropriate, including CPD days
- To support school events as required
- To embody the School's values and represent the School in a positive manner at all times
- To take an active role in their own professional development in line with performance management objectives
- To undertake such other duties as requested by Head Teacher/ Senior Leadership Team as are reasonably required as part of the role

The above list is not exhaustive and maybe subject to amendment in due course in discussion with the relevant employee.

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
Art or Design Technology discipline at A-level standard or equivalent	Evidence of other relevant CPD qualifications	Application form
A* - C grade in English and Maths at GCSE level or equivalent	Core Health and Safety Accreditation	Application form
	Any specific course/training/qualification	Application form
Experience		
GCSE-level subject knowledge in Art or Design Technology	A knowledge of standard practical work undertaken up to GCSE level	Application form & interview
	Experience of work as an Art or D&T technician in an educational setting	Application form, interview & reference
Skills and Attributes		
Alignment with HVS Values: C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work R – Resilience: Not giving up when times are tough, demonstrating endurance C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively E - Enthusiasm : a positive attitude		Application form, interview & reference

towards life, passion, curiosity and a lifelong love of learning		
Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Able to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		DBS process