

CREATIVE ARTS & TECHNOLOGY TECHNICIAN

Required January 2023



Penwortham Girls'
High School

SUMMARY

Job Title	Creative Arts & Technology Technician
Reporting to	Curriculum Leader for Creative Arts & Technology Faculty
Start Date	Monday 30 th January 2023
Salary Grade	Grade 5 (£21,968 - £24,054 pro rata) (Actual salary approx. £18979 to £20,782)
Hours	Full time, term time plus INSET (37 hrs per week, 39 weeks per year) Hours of work: Monday to Thursday 8.30am to 4.30pm Friday 8.30am to 4pm
Closing Date	12 noon Monday 12 th December 2022
Interview Date	To be confirmed
Type of School	Secondary (Community)
Age Range	11 - 16
Location	Penwortham, Preston
Denomination	Non - selective
Number of pupils	790
Co-educational	No



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Since 1954

Our Mission is:

To prepare articulate, questioning, tolerant and independent women for the future.



Articulate

Questioning

Tolerant

Independent

Information Pack

General Information

The Headteacher and Governing Body are looking to appoint an enthusiastic, flexible, innovative and conscientious person to join our Creative Art and Technology Faculty, spanning Technology, Art and Computing. Working alongside a large team of subject specialists, you will support both effective teaching and learning in the classroom and the implementation of an ambitious programme of extra-curricular activities, through the effective delivery of high-quality technical support, across the CAT Faculty.

You will also be responsible for maintaining the equipment, and the ordering and management of materials and resources, under the direction of the lead teachers. Safety and good housekeeping of the workshop environment will be a key part of your role.

Applicants should ideally have some experience of working with secondary-aged students in an educational setting. You should also be personable, approachable, adaptable and most of all, passionate about pursuing a career in education. The successful candidate should ideally be experienced in the use and maintenance of standard workshop machinery and must be ICT proficient. Experience of CAD / CAM, 3D printing alongside digital resources like Photoshop would be advantageous, although full training will be provided to the successful applicant.

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

The closing date is **12 noon** on **Monday 12th December 2022**.

Fulfilling every girl's potential is our common purpose. We achieve this through outstanding teaching and learning, providing a supportive environment where girls can flourish.



Penwortham Girls' High School enjoys a unique status, as the only non-selective, non-fee paying girls' school in Lancashire. We welcome girls of all abilities, interests and aptitudes, and pride ourselves on our long-standing reputation for academic success. We are a successful school because we have high expectations, promote learning for its own sake and provide every opportunity for personal growth and development.

Importantly, we are specialists in girls' education, providing a nurturing, supportive and challenging environment where girls excel. At our school, traditional values meet with modern, innovative approaches to learning. We are a forward-thinking school that has invested considerably in new technology, ensuring that when they leave us, our students are fully equipped for the future. However, equally important are the qualities we instil in the girls. We have developed an environment that supports them as individuals, enabling them to progress to the next stage of their life equipped with a sense of achievement, maturity and self-confidence.

OUR MISSION IS TO PREPARE: Articulate, Questioning, Tolerant, Independent Women for the future.

We aim to foster a love of learning and we strive to unlock the potential in every child. We want our students to challenge themselves both inside and outside the classroom, to develop their talents for the future.

Fulfilling every girl's potential is our common purpose, uniting staff and students in a shared endeavour, informed by an enduring vision. Equally unchanging is our commitment to long-held values still relevant today: all students have the right to an excellent education and they also have certain duties: Our girls are treated with courtesy and respect, and this is expected in return. Most importantly we instil a strong sense of personal responsibility for girls' own learning and that of their peers. We want our students to take pride in their own achievements and those of others. These core values have underpinned our successes for sixty years and we are confident that they will guide us ever higher in the future.

THE ROLE

Working alongside a large team of subject specialists, you will support both effective teaching and learning in the classroom and the implementation of an ambitious programme of extra-curricular activities, through the effective delivery of high-quality technical support, across the CAT Faculty.

You will also be responsible for maintaining the equipment, and the ordering and management of materials and resources, under the direction of the lead teachers. Safety and good housekeeping of the workshop environment will be a key part of your role.

Please refer to the job descriptions that are included in this information pack. One is school specific and the other is the Lancashire County Council standard profile for this role.

As a school we are committed to continuous staff development, and relevant training will be made available to the successful candidate.

This is a **full-time post** which is **37** hours per week, term time plus INSET. The hours of work will be:

Monday to Thursday 8.30am to 4.30pm (with half hour unpaid break)
Friday 8.30am to 4pm (with half hour unpaid break)

Please note that the salary range, once adjusted for term time only working will be approx £18,979 to £20,782.

For an informal discussion about the role please contact Mrs Joanne Bennett, Head of Faculty j.bennett@penworthamgirls.lancs.sch.uk or Miss Gemma Morris, Second in Faculty g.morris@penworthamgirls.lancs.sch.uk. They can also be contacted on 01772 743399.

APPLICATION

All applications should be on the Lancashire County Council application form. **Completed forms should be accompanied by a letter of application which should be no more than two sides of A4.** In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training, skills and/or experience has prepared you for this position. Please note that whilst CVs can be submitted as additional information they will not be accepted as an application on their own.

Applications with covering letter should be marked for the attention of the Business Manager and **returned by post by no later than 12 noon Monday 12th December 2022**

Due to limited resources it is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date.

Thank you for your interest.



Pupil progress is dependent upon good teaching and learning delivered by professional, committed and knowledgeable staff who have a clear understanding of the teaching and learning processes and the importance of CPD to maintain this expertise.

Job Title	Creative Arts and Technology Technician
Department	Creative Arts and Technology
Grade	Grade 5 Full time, term time plus INSET (37 hrs per week, 39 weeks per year)
Line Management	Responsible to the Curriculum Leader for the Creative Arts and Technology Technician
Job Purpose	Working alongside a large team of subject specialists, you will support both effective teaching and learning in the classroom and the implementation of an ambitious programme of extra-curricular activities, through the effective delivery of high-quality technical support, across the CAT Faculty.
Disclosure Level	Enhanced

ACCOUNTABILITIES/RESPONSIBILITIES

- Prepare equipment and materials for use in subject areas and prepare resources for lessons as required.
- Provide classroom support to where required, delivering assistance and advice to students in lessons, in particular supporting with classroom practicals and demonstrations.
- Maintain and upkeep the food room to include food orders (Asda online).
- Operate and maintain equipment across the faculty to include the laser cutters and 3D printers.
- Clean all apparatus and equipment used in the classrooms.
- Carry out repairs to equipment, apparatus, and machinery or reporting it where external repairs are required.
- Operating Faculty documentation systems (cataloguing, filing, worksheets, etc)
- Maintain appropriate levels of stock of materials and operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries.
- Responsible to the Faculty Curriculum Leader for the maintenance and upkeep of the Faculty area and advising on any improvements that can be made in this respect.
- Reporting items for repair or removal.

- Keep displays in rooms up to date and tidy. This include students work on displays.
- Support extra-curricular activities 3.30-4.30pm including STEM.
- Provide routine admin support e.g. photocopying, filing, emailing, completing forms.
- Provide support and attend school trips

HEALTH AND SAFETY

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Participate in health and safety courses required by the role, for example, Food Hygiene, First Aid, Fire Marshal.
- Be Fire Marshal for the technology area
- Co-operate with the employer and liaise with the Premises Team on all issues to do with Health, Safety, and Welfare.
- Be familiar with and reference CLEAPPSS guidance and administer the risk assessments for the faculty.

CONTINUING PROFESSIONAL DEVELOPMENT

- Reflection on own practice and private study and undertake any professional development necessary as identified in SIP.
- Complete training required for role such as CAD software, laser cutters etc
- Participation in the School's staff appraisal programme.
- Participation in appropriate in-service education programmes.

The above sets out the area of work in which duties will generally be focused. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities: We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Post title: Technician 3 (Lancashire County Council job profile)					
Directorate: CYP			Location:	Schools	
Establishment or team:		Penwortham Girls' High School		Post number:	
Grade:	Grade 5	Staff responsibility:	None	Essential Car user:	N/A
Purpose of the role (job statement)					
To work with teachers as part of a professional team to support learning by providing technical assistance through working with students in the delivery / demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for students.					
Accountabilities/Responsibilities – appropriate for this post:					
Key duties:					
<ol style="list-style-type: none"> 1. Plan, prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teacher 2. Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher 3. Develop, prepare and maintain specialist resources as required 4. Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse 5. Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order 6. Update records, including production of reports and analysis of information 7. Contribute to planning and development of systems, policies and procedures for their technical area. 					
Individuals in this role may also:					
<ol style="list-style-type: none"> 1. Ensure the adherence to health and safety regulations by technical support staff within the school 2. Demonstrate the use of equipment to technical and other staff 3. Provide clerical and administrative support to the classroom teacher as directed 4. Order and maintain resources within an agreed budget Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards. 					
Additional supporting information – specific to this post.					
Indicative knowledge, skills and experience					
<ul style="list-style-type: none"> • Should be able demonstrate significant experience or technical knowledge in a relevant technical area. • Knowledge of appropriate use of specialist equipment and ability to communicate and demonstrate this knowledge effectively to staff and students. 					
Prepared by:		EPR Team		Date:	03/08/2011

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.