

# Art Technician



Grade N4: £24,294 - £25,119 pa

Actual Salary Range £8,421 -£8,707 pa

Part- time 15 hours per week (0.4FTE) 2 days per week

Term time plus 5 training days

Permanent

**CANDIDATE  
INFORMATION PACK**



**ACHIEVEMENT, STUDENTS & LEADERS MATTER**

Tel: 0191 214 2201

[www.northernleaderstrust.org](http://www.northernleaderstrust.org)

Registered Office Address: Kenton School, Drayton Road, Newcastle Upon Tyne, NE3 3RU



# INTRODUCTION

## From the Principal

Thank you for your interest in the above post.

Kenton School is recognised at a National Level for excellence and innovation in the Arts and offers an extensive and inclusive Arts curriculum with the core belief that Arts education is a fundamental right for all young people regardless of ability and socioeconomic background. We are extremely committed to ensuring all our students receive a broad and balanced curriculum with the Arts at the heart of our curriculum. Every student at KS4 has a creative GCSE option: Art, Graphics, Textiles, Ceramics, Photography, Music, Performing Arts and Media. Over 900 students study GCSE Arts at KS4.

Students achieve fantastic results at both KS4 and 5 with many continuing their creative endeavours at University or creative apprentices. Results at GCSE and A level are above the national average with Art and Ceramics performing in the top 10% nationally. We have a 100% A-level pass rate with the vast majority of pupils surpassing their ALPS targets. There is also a strong craft tradition within the department. The Art department at Kenton School is a highly skilled, enthusiastic and forward-looking team comprising of six talented Art specialists supported by our own technician. In addition to our five general purpose Art studios, two Graphics Studios, darkroom and photography suites we also have a superbly equipped Ceramics studio and two fully equipped Textiles studios.

We are seeking applications for the post of Technician to support our Art team, preparing and setting up resources and equipment for lessons, including preparing large quantities of clay and using the kiln, maintaining displays, ordering stocks and supplies, ensuring workspaces are clean and safe and updating and maintaining department databases.

We are seeking candidates with:

Excellent organisational and interpersonal skills with the ability to work well with both children and adults

- Knowledge of health and safety with the ability to carry out risk assessments is essential.
- Knowledge and experience in throwing clay on a wheel, how to use a kiln and firing a kiln, reconstitution of clay work using a pug mill and rolling slabs.

In addition, the following would be an advantage, but not essential as full training can be provided:

- Experience working in a pottery/ceramics related discipline
- Knowledge of cameras and studio lighting.

Yours sincerely

Julie Roberts

**J Roberts**

Acting Principal

# Art Technician

Pay Range: N4

Responsible to:

Head of Art

## Job Description



### Job Purpose

To provide technical support to the Art and Media departments.

### Main Responsibilities

The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

### Key Accountabilities

The postholder will be accountable for the following:

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#### Teaching Aids and Resource materials, to include:

- Preparation and setting out of equipment, materials and other resources for practical lessons in an orderly and presentable manner, in accordance with Department/School risk assessment.
- preparation of specific resources from a number of components for practical use;
- checking items for class use in order to ensure that they are functional and sufficient in quantity;
- checking that the above items are returned for each class;
- constructing simple equipment/apparatus;
- care and appropriate handling of resources.

#### Care, Maintenance and Repair of Equipment, to include:

- visual checking and routine cleaning/care of equipment; including specialist equipment
- returning equipment to storage as soon as practicable;
- undertake safety checks (e.g. portable appliance electrical testing) and keeping of appropriate records;
- undertaking simple repairs;
- advising line manager if more substantial repair or maintenance has to be carried out.

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Pay Range: N4

Responsible to:

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### Job Description Continued:

#### Control, Storage and Disposal of Materials, to include:

- maintaining stock levels and advising line manager of items and quantities required;
- ensuring safe and secure storage of materials;
- safe disposal of waste materials.

#### Care and Maintenance of Teaching Environment, to include:

- general tidying of equipment, materials and other resources within all teaching and preparatory rooms;
- keeping cupboards stocked, tidy and labelled.
- Ensure that all health and safety protocols are adhered to.
- undertake safety checks (e.g. portable appliance electrical testing) and keeping of appropriate records;
- undertaking simple repairs;
- advising line manager if more substantial repair or maintenance has to be carried out.
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- keeping cupboards stocked, tidy and labelled.
- Ensure that all health and safety protocols are adhered to.

#### Display and Demonstration Work, to include:

- setting up equipment/apparatus and materials for demonstrations as requested;
- checking that the above is functioning correctly.
- Assist teaching staff when displaying work for GCSE & A-level moderation or promotional evenings.

### **Liaison with Teaching Staff, to include:**

- advice to teachers on the safe and effective use of equipment/apparatus and materials;
- advice on the availability of equipment, materials and other resources;
- notify line manager of any ways in which efficiency and safety could be improved;
- To transport equipment between teaching staff that requires assistance or specialist equipment.
- To support the school in enforcing good standards of behaviour and conduct at all times.
  
- To undertake break and lunch duties, supervising students as required.
  
- To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
  
- Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.
  
- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.



## GCSE Results Day

Our 2024 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.

# Art Technician

## Person Specification

### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

- 1 Level 2 qualification (GCSE A\*-C or equivalent) in a National Curriculum subject or be able to offer evidence of commensurate experience.
- 2 Previous experience working as a technician either in a school or other setting or be able to offer evidence of ability to undertake duties as outlined.
- 3 Ability to support ceramics through preparation of clay and firing of artwork.
- 4 Knowledge and experience of Premiere, Photoshop and Illustrator.
- 5 Knowledge of health and safety legislation including ability to support the department in carrying out and responding to risk assessments.
- 6 Effective ICT skills.
- 7 Effective organisational skills with the ability to prioritise to meet deadlines.
- 8 Flexible approach to work with the ability to work effectively as part of a team supporting in departments across the school.
- 9 Effective written communication skills.

#### Desirable

10. Previous experience working with children and young people.
11. Knowledge and experience in throwing clay on a wheel, how to use a kiln and firing a kiln, reconstitution of clay work using a pug mill and rolling slabs..

### Part B: Assessment Stage

The following criteria will be further explored at the assessment stage in addition to criteria above.

#### Essential

- 1 Effective oral communication skills with the ability to relate well to children and adults.
  - 2 Ability to prepare and maintain equipment and materials for lessons.
  - 3 Ability to identify work priorities and manage own workload within agreed parameters.
  - 4 Ability to maintain accurate work records and databases.
-



## Part B Continued

### Essential

5 Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:

- motivation to work with children and young people
- ability to form and maintain appropriate relationships and personal boundaries with children and young people
- emotional resilience in working with challenging behaviours

attitude to use of authority and maintaining discipline.

6 No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

### Special Requirements

This post will involve handling of large sacks of clay on a regular basis as a regular requirement of the job.

### Assessment/Selection Methods

Interview

Task

### Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service\*
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Children's Barred List Check\*
- 4 DfE Prohibition List Check including GTCE Check
- 5 Confirmation of Qualifications and Qualified Teacher Status, including confirmation of professional status from relevant professional regulatory body for teachers who have worked overseas.
- 6 Medical clearance
- 7 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).
- 8 A Section 128 Education and Skills Act Prohibition from Management list check.

\*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website ([www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)). This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process.



## A-Level Results Day

An increasing number of students spend 7 years at Kenton, going onto a variety of destinations at the end of Year 13. This year we were delighted that students have gone on to study Medicine at Cambridge and History and Physics at Durham as well as Film & TV at the University of Bristol.

# About Kenton School



**Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve.**

With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.

Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.



For further information, please visit our website  
[www.northernleaderstrust.org](http://www.northernleaderstrust.org)

# About our Trust

## TRUST SHARED VALUES

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.'

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School

**'All Different, All Equal.'**

Studio West

**'Learning that connects.'**

### Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

### Shared Expectations – The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

**Leadership** – Leaders help themselves and others to do the right thing. We firmly believe that all students and staff within our Trust are leaders.

**Excellence** – We are a Trust that strives to achieve excellence in academic, sporting and artistic pursuits.

**Integrity** – We are honest and driven by a clear moral purpose. Acting with integrity means we strive to do the right thing at all times.

**Kindness** – We value being kind to one another, using our manners and being considerate of each other's feelings.

**Indusivity** – All students are welcomed into our classrooms and their uniqueness is celebrated. We have high aspirations for all students: no groups or individuals will be left behind.

**Humility** – We are humble in both success and failure. We acknowledge that our successes are achieved through the hard work of our students, parents, teachers and community.

**Together** – We believe that the Trust is stronger together and that collaboration is always more effective than competition.

**Reflectiveness** – We value reflection as a way to achieve improvement. We believe in inspiring all our learners to question, research, engage and therefore thrive,

# Additional Information for Applicants

## Terms and Conditions of Employment

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions set by Northern Leaders Trust

## Pay and Grading

The grade of the post is N4, equivalent to local government pay spine points 5-8, with current corresponding full-time salary of £24,294 to £25,119 pa. The actual salary for this post, based on 15 hours per week including annual leave entitlement as outlined above and 5 additional days is as follows:-

Less than 5 years' continuous local government service:  
£8,421 -£8,707 pa

More than 5 years' continuous local government service:

£8,570- £8,861 pa

## Status

This is a permanent post.

## Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at [www.twpf.info](http://www.twpf.info)

## Equal Opportunities

Northern Leaders Trust is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

## Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

## Rehabilitation of Offenders

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website [www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).



### **Application Process**

If you feel you have the experience, skills and attributes to succeed as part of our team, please download and complete our application form and return it to [hr@northernleaderstrust.org](mailto:hr@northernleaderstrust.org)



Kenton School, Drayton Road,  
Newcastle upon Tyne, NE3 3RU



Learning that Connects

Studio West, West Denton Way,  
Newcastle upon Tyne, NE5 2SZ