

The Read School

Creative Arts Technician - Senior School (Part-time, 16 hours per week)

Information for applicants

The Read School is a small, coeducational school with a boarding ethos, taking children from the ages of 3 – 18 and located in the quiet setting of Drax village. It boasts a proud history, having been founded 350 years ago by Charles Reade, a local lawyer and philanthropist. Currently it has some 170 pupils of whom some 30 are boarders. There is a strong emphasis on first class pastoral care; we are ‘caring, inspiring and fun’.

The school has a good reputation in the local area. Virtually all pupils progress from the Prep School to the Senior School. The children work in small classes and this ensures individual attention by well-qualified staff. We are broadly non-selective and a wide range of ability exists in the school. There is a good balance between the academic and co-curricular elements of education.

There have been steady building developments over the last ten years, including the Creative Arts Centre for design technology, art and food/nutrition that was opened in January 2009. The science laboratories were refurbished in 2010. In the summer of 2011, the Pre-Prep was moved onto the main school site and the Sports Hall was impressively upgraded following a donation from a generous former pupil. A continuing programme of refurbishment and development of existing buildings ensures continuous improvements to our facilities and as part of our 350th anniversary celebrations this year a new music centre and peace garden were opened.

There are seventeen acres of playing fields and an Astro-turf playing area. The principal games for boys are rugby, football and cricket; and for girls netball, hockey and rounders. Additionally, athletics, basketball, badminton, gymnastics, tennis and archery all feature in the games and activities programme. There is an active CCF and a popular Duke of Edinburgh Award programme. Drama and music are important throughout the school.

Further information can be found on the school website at www.readschool.co.uk

The faculty of creative arts

The faculty of creative arts delivers art, design technology, food technology, drama, dance and music throughout the curriculum of the senior school. Design technology, art and music are taught to A level.

The departments within the faculty are very strong and produce excellent exam results. The faculty has won many regional awards such as Art in the Community (2015); Rotary Club Design Competition Winners (2017); Bright Futures Winners (2017) and many awards in music and drama at local music and drama festivals. The faculty works closely with the faculty of science on STEM projects and collectively the faculties work very hard to produce high standards of drama productions; musical concerts; cooking competitions; dance workshops and art work as part of the school’s wider co-curricular offer.

Creative Arts Technician - Senior School

The post is part-time (16 hours per week) term time only plus attendance at the 5 annual INSET days. The hours of work will be 9.00 am to 1.00 pm Monday to Thursday but there is room for negotiation on exact start and finish times to suite the person’s personal requirements. The successful candidate for the post will need to be flexible as hours may periodically increase as demand requires.

The pay for this post is £7.65 per hour.

Subject to satisfactory clearance of all checks this post will start on Monday 6 November or as soon as possible thereafter.

Job Specification

The post-holder will report to the Head of Creative Arts.

Operational and resource management

- Lead role in planning and organisation of equipment for the Creative Arts Department. This includes food shopping for the boarders on a weekly basis
- Design, construct and modify equipment as necessary
- Carry out stock control, compiling orders, liaising and negotiating with suppliers and the finance department and maintaining appropriate records
- Lead on routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard
- Ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy
- Assist in monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy
- Participate in the school's performance management scheme
- Keep up to date with current procedures and practices through continuing professional development and participate in training and learning activities and performance development as required
- Carry out risk assessments for technician and classroom activities
- Assist in the general administration needed to run the department efficiently

Communication

- Give technical advice to staff and students as necessary
- Offer advice and guidance to staff and support pupils on practical aspects of the curriculum which may include assisting pupils with practical work
- Support and promote the development of pupils
- Liaise with all areas of the school and outside organisations as necessary
- Communicate effectively with all children and young people
- Be aware that the child may not have understood what is being said
- Remember and understand the procedures and legislation relating to confidentiality issues that apply to your role

Safeguarding

- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with
- Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them
- Make considered judgements about how to act to safeguard and promote a child or young person's welfare
- Have awareness and basic knowledge, where appropriate, of the most recent legislation

Health and Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure

- Contribute to the assessment, monitoring and review of both health and safety procedures and information resources through a process of self-evaluation
- Provide technical advice on health and safety issues to teachers as necessary
- Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards
- Ensure healthy, safe storage and accessibility of equipment and materials
- Carry out other safety checks
- Carry out routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard

This job description identifies the principal duties of the post. It does not detail every task. According to the development and needs of the post, this job description will be reviewed and updated periodically in consultation with the post holder.

Person specification and personal attributes

The successful candidate need not have any specific qualifications and experience, although some experience of working in workshops, carrying out practical activities and supporting children may be helpful. The important requirement is that the successful person will be a competent and conscientious adult who is willing to learn and can work under their own initiative with a flexible approach. In addition they should have the ability to be well organised, able to plan ahead and meet deadlines. Training will be given.

Child Protection

The Read School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post involves extensive unsupervised contact with children and young people. The school therefore expects from the successful candidate the level and degree of adult leadership of children and young people expected from someone working in a school environment. The successful candidate will be required to undertake several checks including following a fully enhanced Disclosure and Barring Service (DBS) check before taking up appointment.

Interview

The selection process tests and assesses the above. As required by regulation, the interview will be based on 'competency questioning', and where appropriate will address: the candidate's attitude towards children and young people; his/her ability to support the school's agenda for safeguarding and promoting the welfare of children; gaps in his/her employment history; concerns or discrepancies arising from the information provided by the candidate and/or a referee. In addition to the candidate's ability to perform the duties of the post, the interview will also explore related issues including: motivation to work in a school environment; ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Application

If you wish to apply for the post, please complete and return the application form and associated declarations, plus covering letter to the Headmaster no later than **noon on Monday 16 October**. You may also enclose your conventional CV if you wish **in addition** to the application form.

It is expected to hold interviews for this post in the week commencing **Monday 23 October**

Dr John Sweetman
Headmaster

September 2017