THE BLUE COAT SCHOOL BIRMINGHAM LIMITED

ART & DT TECHNICIAN

JOB DESCRIPTION

The Blue Coat School 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 seeking to recruit an Art & DT Technician to support the work of the Creative Arts department at The Blue Coat School. The successful applicant will need to be flexible and be able to work as part of a team. The successful applicant will also be expected to promote and safeguard the welfare of all children for whom the post holder has responsibility and with whom the post holder comes into contact. The Art Technician will report directly to the Head of Prep. The post is effective from the start of the Michaelmas Term (once all the necessary employment checks have been made).

The salary awarded for the post will be in the range £15,500 - £17,500 pa (30 hours a week – term time only).

Core Purpose of Post
To promote and safeguard the welfare of all children and young persons for whom the post holder has responsibility and with whom the post holder comes into contact.
To support the work of the teacher of Creative Arts and the work of the Creative Arts department.

General Duties and Responsibilities
The following duties and responsibilities will be undertaken:

Professional
• Exercise loyalty to the Headmaster and to the School, upholding and maintaining its traditions and ethos.
• Set and maintain high standards of work in supporting the teaching and learning, as well as of personal and professional conduct, as guided by the National Occupational Standards for Supporting Teaching and Learning in Schools.
• Comply with all regulatory requirements.
• Comply fully with the requirements as set out in the DfE document ‘Keeping Children Safe in Education’ and any relevant supplementary guidance.
• Comply fully with the requirements as set out in the HM Government document ‘Working Together to Safeguard Children’ and any relevant supplementary guidance.
• Abide by the School’s current systems and structures as outlined in policy documents including the First Aid and Health, Health and Safety and Safeguarding and Child Protection Policies, and take appropriate action in accordance with all such documents as and when necessary.
• Establish and maintain effective working relationships with colleagues and parents/carers.
• Participate as required in meetings with colleagues and parents in respect of the duties and responsibilities of the post.
• Take responsibility for one’s own professional development, attending INSET days at the start of each term and attending other relevant courses whenever possible.
• Be punctual and adaptable, and dress in a smart but practical manner.
• Ensure that the principles for the Spiritual, Moral, Social and Cultural development of the children and the principles of the fundamental British Values are actively promoted.

Knowledge and Understanding
• Have knowledge of and keep up to date with the National Curriculum and current educational practice, particularly in respect of Art and Design and Design and Technology.
• Be familiar with the Special Educational Needs and Disability Policy and contribute to the identification, assessment and support of pupils with learning support or special educational needs.
Welfare and Development

- Support and assist the Head of Prep, the Deputy Head Academic and the Creative Arts teacher in providing a happy, secure, safe and stimulating environment in which the children can develop to their full potential.
- Liaise with the Creative Arts teacher to contribute to the planning and delivery of the teaching programme for Prep children, having regard for the National Curriculum and the School’s statement of aims, policies and schemes of work.
- Liaise with the Creative Arts teacher to assist in preparing materials for the teaching programmes.
- Liaise with the Creative Arts teacher to assist in the monitoring, assessment and recording of each pupil’s academic and social progress systematically according to the School’s current practice.
- Supervise children as required on the school campus and on off-site visits and outings.
- Supervise the children as required at break and lunch times including indoor and outdoor play and assist with the preparation and serving of snacks.
- Assist in ensuring that the children’s dietary and medical requirements are adhered to.
- Administer First Aid to the children as and when necessary recording details in the Accident Book in accordance with the First Aid and Health Policy.

Other Responsibilities

- Assist the teacher of Creative Arts to create a bright classroom environment by preparing boards for display in the Creative Arts classrooms and in the wider school environment, framing children’s art work for display and putting up the displays to promote and enhance learning.
- Assist the teacher of Creative Arts in auditing and ordering classroom materials, organising and storing supplies and ensuring that materials are prepared and ready for lessons.
- Assist the teacher of Creative Arts in the maintenance and general orderliness of the classroom environment and its resources.
- Assist with any reasonable request in connection with the day to day organisation of the classroom or School.
- Attend assemblies and Chapel Services as required.
- Be available to attend Open Mornings, Parents’ Evenings and other Prep or whole school events as required. Assist with before and after school care as and when required

This job description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time. It may be amended at any appropriate time, following consultation between the post holder and a senior colleague, and will be reviewed annually.
The Blue Coat School 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 seeking to recruit a first-class Art & DT Technician, who is willing to build upon their existing experience to support the teacher of Creative Arts in delivering a high-quality learning environment for the children. The following qualities are essential for the role:

**Qualifications/Professional Development**
- Higher level art or DT qualification would be desirable
- First Aid qualification would be desirable
- Food Hygiene qualification would be desirable
- Evidence of recent involvement in professional development

**Skills and experience**
- Experience of working with children aged 7 to 11 and supporting them with artwork and technology projects
- Experience of mounting and displaying artwork or design projects in a variety of contexts including in the classroom, in the wider school environment, or for specific events such as exhibitions or prizegiving ceremonies
- Experience of assisting with school events such as productions would be desirable
- Experience of auditing, ordering and organising materials for Creative Arts
- Experience of maintaining a tidy, working, classroom environment to a high standard, including the orderly storage of work in progress and completed work
- Effective communication and listening skills

**Knowledge**
- Sound understanding of safeguarding principles
- Sound knowledge of the National Curriculum for Art and Design and Design and Technology for KS2 and KS3

**Personal attributes**
- Sympathy with the Christian ethos and activities of the school
- Ability to form and maintain positive relationships
- Sensitivity to others and the ability to work co-operatively
- Wholehearted commitment to the life of a vibrant school community

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with the professional references.

All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School’s child protection procedures and staff guidance at all times. The School is an equal opportunities employer.
The Blue Coat School Birmingham is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.

The Blue Coat School is an Independent Day Preparatory School offering an outstanding educational experience to around 600 boys and girls from 3 to 11 years. Founded in 1722 as a charity school for the purpose of maintaining poor children in the centre of Birmingham, it is now an IAPS Prep School occupying a beautiful site in Edgbaston in 15 acres of playing fields and gardens. It is a thriving community where children achieve a great many things - with outstanding results.

The Blue Coat School is a stimulating and rewarding place to work, in the company of enthusiastic and dedicated staff. It has excellent resources, which are used to provide enjoyable and imaginative learning. Our community ethos is very strong, and we maintain the highest expectations of the interpersonal relationships between pupils and between the staff and children. We aim to produce happy, polite and successful young people. The co-curricular programme at Blue Coat is rich and varied.

There are four forms in Years 3, 4 and 6 and five forms in Year 5. The children are all allocated to a Form Tutor who will teach some lessons to their form each week whilst other lessons will be taught by the set teacher or a specialist teacher. Children in Years 3 and 4 also have an Assistant Form Tutor. In Years 5 and 6 the children are allocated to a Pastoral Tutor who will either be their Form Tutor or another member of staff. The children and staff are all allocated to a House. All staff members are expected to take a full part in House events. Whilst the children are in the COVID-19 bubbles, staff will also be allocated to a year group bubble for before and after school care and will be expected to take part in year group activities as required. The children have a weekly Creative Arts lesson in a specialist room.

The successful applicant will be expected to ensure that the excellent standards of the school are maintained. Further details of the post are set out in the job description and person specification above.

Recruitment Process
Applications must be made on the Blue Coat School Application Form and must include details of two referees, one of which should be a current or most recent employer. The post is subject to an enhanced DBS check and satisfactory references. References will be sought prior to interview. Application forms can be obtained from the school website. Applicants will also be expected to complete a DBS Form if invited for interview.

Application Forms, together with a supporting letter, should be addressed to the Headmaster and be returned to Miss E Akehurst, HR Administrator of The Blue Coat School Birmingham, by noon on Monday 24 August 2020. Shortlisted applicants will be interviewed during the week commencing Monday 31 August.

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications where relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the school. The successful applicant will be subject to an enhanced DBS check (including a List 99 check) and will be required to complete a medical fitness declaration.

Further details about the school are available on the school website: www.thebluecoatschool.com.

Application forms and supporting letters can be returned by e-mail to recruitment@thebluecoatschool.com or by post to The Blue Coat School, Somerset Road, Edgbaston, Birmingham B17 0HR.

Art & DT Technician
The Blue Coat School Birmingham Limited

July 2020