



Technology and Art Technician To support an Art Teacher through Access to Work

- Dates:** May 2021
- Salary:** Single Status 4
- Location:** Chailey School - East Sussex
- Contract term:** This position is available through Access to Work and as such will be for a contracted period of up to 3 years.

Chailey is a thriving, successful school set in rural Sussex, just north of Lewes, and within easy reach of Brighton and Haywards Heath. We are proud of our traditional values and innovative approaches to Teaching and Learning. Staff are friendly, dedicated and supportive and our students are happy and proud to be part of the school. Chailey is a school where teachers and students can thrive. Visitors to Chailey School often comment on the calm teaching environment and fantastic relationships between students and teachers. We had our last Ofsted visit in January 2017 which we were very pleased with.

The Ofsted report contained comments such as:

- 'an established culture and ethos of the school, which is enhanced by the strong relationships between staff and pupils'
- 'pupils make good, and sometimes better, progress'
- 'pupils appreciate what staff do for them and, therefore, their conduct is typically exemplary, both in lessons and around the school'

We believe that this is a very strong foundation from which to aspire to excellence in everything we do.

We are seeking to appoint a Technology and Art Technician to support an Art Teacher through Access to Work for 19.5 hours per week. Currently we are looking for 3 days a week, 6.5 hours a day, plus a half hour unpaid break. This is a term time only position, at 44.85 weeks per year on Grade 4 Pt 9-10. The Art Department at Chailey School is very successful and you will be joining a friendly and supportive team of colleagues.

If you have a strong desire to help students of all abilities to achieve the best they can, whilst fulfilling your own potential, then we would be very pleased to hear from you.

For further information or to submit your application please contact Gemma Butler, at the school address shown or email: gbutler@chaileyschool.org.

Closing date: Apply by midday 12th May 2021

Chailey School
Mill Lane, South Chailey,
Lewes, East Sussex, BN8 4PU

Tel: 01273 890407

11-16 Specialist School for Language and Humanities

Head Teacher: Mrs Helen Key

East Sussex County Council is committed to equality of opportunity. We positively welcome applications from all sections of the community. This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a Disclosure & Barring Service (DBS) clearance for this authority.



Job Description

DEPARTMENT:	Schools
LOCATION:	Chailey School
JOB TITLE:	Technology and Art Technician to support an Art Teacher through Access to Work
GRADE:	East Sussex Single Status Grade 4 Full Time Salary £18,933-£19,312 (actual based on Point 9 term time only would be £8,582-£8,754)
RESPONSIBLE TO:	Teacher of Art
MAIN PURPOSE OF THE JOB:	To provide technical support to a teacher by the preparation of tools, equipment and materials for lessons and displays and physical support of the Art Teacher.

KEY TASKS

1. To support the Teacher of Art by setting out class materials, supporting teaching and learning and tidying up classroom
2. To maintain Art department resources and keep a record of stocks.
3. To order materials and tools via normal school procedure, as required and authorised by head of department.
4. To prepare materials for Art lessons, as requested by the Teacher, using the appropriate machine or hand tools. This will include preparing clay for use in ceramics lessons.
5. To carry out daily tasks as directed by the Teacher
6. To demonstrate methods and techniques to students during lessons, as requested and under the direction of the Teacher.
7. To ensure the teaching room is tidy and clean, including the cleaning of sinks, draining boards and the tidying of bookshelves. To liaise with the caretaker or the cleaning supervisor if the standard of cleaning falls below an acceptable level.
8. To ensure all tools and equipment are stored securely after use.
9. To ensure all students' work and unused material is returned to the appropriate storage area.



10. To assist in preparing classroom and corridor displays.
11. To ensure the teaching area is locked and secure when not in use.
12. To maintain a record of risk assessments as necessary.
13. To carry out daily visual checks of all machinery, before being used by students.
14. To report all Health and Safety hazards to the appropriate head of department.
15. To carry out other tasks reasonably requested by the Teacher, in accordance with the post holder's skills and qualifications
16. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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Person Specification

Post Title: Technology and Art Technician

Location: Chailey School

Grade: Single Status 4

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none">• Ability to maintain and use a range of machine and hand tools• Ability to prepare equipment and materials for lessons, as requested by the teaching staff• Ability to work in an organised and methodical manner• Ability to prioritise and carry out tasks under the supervision of the teacher• Ability to be flexible and co-operative in servicing the needs of the teacher• Ability to establish positive relationships with pupils, including those with special educational needs• Ability to work in a classroom environment		<ul style="list-style-type: none">• Application /Interview



	<ul style="list-style-type: none"> • Ability to maintain accurate work records and inventories • Ability to work effectively as part of a team 		
Education & Qualifications	<ul style="list-style-type: none"> • Possession of appropriate art skills 		<ul style="list-style-type: none"> • Application /Interview
Knowledge	<ul style="list-style-type: none"> • Some knowledge of Health & Safety legislation as it relates to the work of a school • Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools • Knowledge of a range of art and design techniques 	<ul style="list-style-type: none"> • Knowledge of casting • Knowledge and skills in engineering • Knowledge of statutory health and safety requirements for school art departments 	<ul style="list-style-type: none"> • Application /Interview
Experience			<ul style="list-style-type: none"> • Application /Interview
Personal Attributes	<ul style="list-style-type: none"> • Willingness to make up example projects • Ability to demonstrate commitment to Equal Opportunities • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge 		<ul style="list-style-type: none"> • Application /Interview
<p>Date (drawn up): November 2009 Reference of Officer(s) drawing up person specifications: JM</p>			



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Health & Safety Functions



This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>