



“The endless support I received from the teachers at Stonehenge has really inspired me. I am now training to become a teacher, to change lives in the way they □changed mine.

Former student, Kristie Newham

# THE STONEHENGE SCHOOL

## Art and DT Technician

Application pack

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The Stonehenge School  
Holders Road  
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## WELCOME FROM THE HEADTEACHER

At the Stonehenge School we believe that there is no limit to any student's potential. We aspire to develop a positive learning community in which effort, participation and achievement are valued.

Striving for excellence, we aim to create an outstanding school where students are happy, healthy and given opportunities to exceed their expectations. Enriched by history and culture, Stonehenge is a school for the future.

The school is increasingly popular and to cater for a growing roll we have recently moved into our £6.5 million new build, allowing our full number on roll to eventually grow to 1120 pupils. Work is currently underway for the second phase in our redevelopment, which will bring a new building to replace older facilities in the school, and improve our sporting facilities. Applications for entry into Year 7 have been over-subscribed in each of the last three years and we are expecting an even larger increase this year.

The school community is important to us, meaning that we have strong relationships with our students, and a collegiate supportive atmosphere within staff.



### PERSONALISED PROVISION

The Stonehenge school provides students with the opportunity to study a wide spread of subjects throughout Key Stage 3 and 4, providing full access to the National Curriculum with coverage of the full Ebacc at Key Stage 3, including 3 languages and a full range of arts subjects.

At Key Stage 3, key skills and knowledge are assessed using our 'I can' system, allowing teachers and students to keep track of their learning and progress. Students are given the flexibility and ownership to design their own option

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*Striving for excellence, exceeding expectation.*



choices towards the end of Year 8, meaning that students study the curriculum that they choose, whatever their ability, allowing them to fully realise their future aspirations. At Key Stage 4 students are offered the full Ebacc, and the importance of taking a humanities and a language is discussed with parents as part of the options process. A variety of vocational courses are also offered to allow for development towards particular careers, or the pursuit of individual interests.

## PREPARING FOR THE FUTURE

Qualifications are highly important, and our examination results reflect our commitment to this. However, school is also about preparing students for their future career and roles in the larger community. Students are offered many opportunities to develop team working and leadership skills. The prefect team in Year 11 is led by the Head Boy, Head Girl and their deputies. Students can initiate projects and share decision making through an active School council.

Careers guidance is provided throughout all years. A large number of students enjoy taking part in activities throughout the school year, including drama productions and musical concerts. We have excellent sporting facilities on site and at Amesbury Sports Centre, and run many sports teams and offer a number of extra-curricular sporting clubs, including rugby, basketball, netball, hockey, football and cricket. Trips and visits are run regularly; Year 9 can visit Pencelli Activity Centre in Wales and current trips planned include food trips to Normandy, outdoor pursuits in the Alps, and Geography trips to Iceland. There are regular Geography field trips, annual whole school cultural capital trips and the Languages department arrange annual visits to France or Germany.

The latest Ofsted inspection took place in September 2022 and concluded that... “The Stonehenge School continues to be a good school” and that “pupils like coming to school”. They explored the “clear vision (that we have) for the school’s next steps” and the “broad curriculum that (is) in place for every pupil”.

A recent evaluation by the Local Authority reported that ‘there is a positive and respectful school culture where the staff know and care for the students’ and the ‘leaders have a clear consistent vision which is realised through strong, shared and owned values and practice’, and praised the emphasis that we place on developing our staff.

I look forward to welcoming applications from you,

Carole Dean



## The Art and Technology Department

The next academic year will see the department fully staffed by teachers with specialisms in Art, Textiles, Food, Photography and Resistant Materials. There is a dedicated Art & Technology Technician. The department is housed in a single block with workshops, art rooms, a dedicated textiles room, Art & Technology theory room and an ICT suite with an expansion being made to include dedicated Photography and Design space.

Generally, most development and planning within the department is undertaken by the whole team or small groups after consultation. The enthusiasm and experience brought to such teamwork is one of the department's key strengths. Staff development is an important issue within the Art and Technology Department and staff are encouraged to take on responsibilities when this is felt appropriate.

All subjects are taught at KS3. Groups are taught in smaller class sizes and rotate through the different specialisms. Students take their options in Year 8, and many of the Art and Technology subjects are oversubscribed.

The offer at KS4 is very popular and includes GCSE's in Art, Fashion and Textiles, Photography, Level 2 Engineering and Level 2 Hospitality and Catering, with potential to expand the offer from 2024.





## Art and DT Technician

**Required as soon as possible**

**Permanent contract**

**37 hours per week /39 working weeks per year – term time only plus TD Days**

**Monday – Thursday 8.00am – 4.00pm and Friday 8.00am – 3.30pm**

**(30 minutes unpaid lunch)**

**Wiltshire Council pay grade E Point 6 – 8, (11.39 - £11.81 per hour)**

**Actual salary £18,895 - £19,591 per annum**

We are looking for a dedicated individual to provide timely support to all teaching staff in the Art and DT department. The post holder will prepare and provide all materials for lessons, ensure stock levels are maintained, ensure all health and safety regulations are adhered to, undertake administration tasks, cleaning of equipment and facilities and make regular checks of all art equipment.

The post holder will have daily contact with students, therefore, they must have the ability to relate well to all young people.

The purpose of the role is:

- To provide efficient and effective support to the teaching staff of Food Technology, Art Textiles and Design Technology.
- To maintain an orderly Design Technology workshop area by setting up power machinery, including our laser cutter, and practical workshops for lessons to providing students with a relevant and effective Design Technology experience.
- To keep the workshop areas (Art, Food and DT) in a tidy safe condition and ready for use in accordance with the required standards.

### **Duties and Responsibilities - Lesson Preparation and support**

- To prepare materials (paper, card, clay, metal, wood trades and other associated materials) for classes of students. Also, when using necessary power machinery, as requested by the Design Technology teacher.
- Setting up equipment and machinery for lessons as required and be able to determine any technical difficulties with projects and give advice to the teachers.
- To be able to read project details as supplied by the Teachers and prepare materials to undertake the construction and as necessary produce a prototype in the Food Technology department.
- To work alongside teachers in supporting the designing and making of products for demonstrations/exemplar in lessons, as well as provide technical support to the department.
- To obtain quotations and order materials as required by the department.
- To ensure a high standard of safety and cleanliness in all learning areas within the workshops in the department (Art, DT and Food).



- To ensure the technician's area is kept secure, clean, tidy and free from all hazards.
- To keep sinks/ benches clean; keep stock areas and resource/equipment /tool cupboards clean, tidy and in good order.
- To control and store safely all chemicals, flammables, used in the workshop areas and ensuring that current Health & Safety, COSHH regulations are adhered to.
- To actively engage in our current creative network and by supporting visits and exhibitions. To assist in the organisation and preparation of displays for open evenings and other school events within the Technology areas.
- To set up food tech lessons, tidy and clean down after
- To be responsible for the ordering of food for lessons using the relevant process
- Deep clean of food tech and textiles areas termly

## Day-to-day

- Establish daily, weekly, and termly routines for the safe use of workshops and machinery.
- To carry out daily visual checks of all machinery/appliances, before being used by students.
- Maintain equipment, machinery to recognised standards and communicate faults/concerns to the Premises Manager for the problem to be solved.
- To complete any appropriate records or documentation as required by the Premises Manager/HR to comply with necessary statutory requirements.
- Attend all health and safety training courses as determined by the management of the school and undertake any training, which will enhance duties.
- Establish good working relationships with all other staff.

## Other Duties:

- To assist staff in the production and updating of displays within the department.
- The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

Visits to the school are welcomed, please contact Mrs Debra Harker to arrange this. An application form and further details are available from the school website. **CV's will not be accepted.**

You should provide further detail in the personal statement outlining your skills applicable to the role and reasons for applying. This should be returned by post or email to Mrs D Harker, The Headteacher's PA, The Stonehenge School, Holders Road, Amesbury, Wiltshire, SP4 7PW. [admin@stonehenge.wilts.sch.uk](mailto:admin@stonehenge.wilts.sch.uk) by the closing date.

**Closing date: Friday 7<sup>th</sup> July 2023 (midday).** The school reserves the right to close the advertisement early should a significant number of applications be received.

**Interview date: TBC**



## ART & DT TECHNICIAN

### Job Description

|                       |                     |
|-----------------------|---------------------|
| <b>Reports to:</b>    | Head of Art         |
| <b>Salary:</b>        | Grade E scale 6 – 8 |
| <b>Contract type:</b> | Permanent           |

To provide specialist technical support to teaching staff within the designated work area of the Food Technology, Art, Textiles and Design Technology department. To maintain orderly workshop areas, kept in a tidy and safe condition ready for use in accordance with the required standards by setting up power machinery, including our laser cutter, and practical workshops for lessons to provide students with a secure environment to safely pursue investigative practical work. To ensure the safe and proper use and maintenance of resources and equipment. The provision all materials for lessons, ensure stock levels are maintained, ensure all health and safety regulations are adhered to, undertake administration tasks, cleaning of equipment and facilities and make regular checks of all art and DT equipment.

#### Main Duties:

The exact tasks will depend on the current needs but may include:

- To prepare materials (paper, card, clay, metal, wood trades and other associated materials) for classes of students. Also, when using necessary power machinery, as requested by the Design Technology teacher.
- Setting up equipment and machinery for lessons as required and be able to determine any technical difficulties with projects and give advice to the teachers.
- To be able to read project details as supplied by the Teachers and prepare materials to undertake the construction and as necessary produce a prototype in the Food Technology department.
- To work alongside teachers in supporting the designing and making of products for demonstrations/exemplar in lessons, as well as provide technical support to the department.
- To obtain quotations and order materials as required by the department.
- To ensure a high standard of safety and cleanliness in all learning areas within the workshops in the department (Art, DT and Food).
- To ensure the technician's area is kept secure, clean, tidy and free from all hazards.
- To keep sinks/ benches clean; keep stock areas and resource/equipment /tool cupboards clean, tidy and in good order.
- To control and store safely all chemicals, flammables, used in the workshop areas and ensuring that current Health & Safety, COSHH regulations are adhered to. This includes maintaining the kiln, to ensure it is in working order for a range of ceramics projects.



- To actively engage in our current creative network and by supporting visits and exhibitions. To assist in the organisation and preparation of displays for open evenings and other school events within the Technology areas.

## **Day-to-day**

- Establish daily, weekly, and termly routines for the safe use of workshops and machinery.
- To carry out daily visual checks of all machinery/appliances, before being used by students.
- Maintain equipment, machinery to recognised standards and communicate faults/concerns to the Premises Manager for the problem to be solved.
- To complete any appropriate records or documentation as required by the Premises Manager/HR to comply with necessary statutory requirements.
- Attend all health and safety training courses as determined by the management of the school and undertake any training, which will enhance duties.
- Establish good working relationships with all other staff.

## **Other Duties**

The list of duties as above is not exhaustive. The post holder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

## **Supervision and Management**

The jobholder does not have regular formal supervisory responsibility for staff but is required to assist with work familiarisation for new recruits and trainees.

## **Creativity and Innovation (i.e. Problem Solving)**

The jobholder resolves routine problems encountered, eg in delivering appropriate demonstrations, experiments, exhibitions, displays and activities to assist the teacher's lesson and deliver the curriculum; identifying the best types of experiments in relation to the teacher's lesson plans. The jobholder may encounter unusual or unexpected results during experiments or practical work which will require him/her to use his/her initiative to assist the pupil's learning from the experiment/practical work during the lesson.

## **Key Contacts and Relationships**

Heads of Departments, Head Teacher, Trainee Technicians, Teachers, Teaching Assistants, Pupils - Routine information relating to their working agenda e.g. experiments, demonstrations and practical work plans.





Heads of Departments, Trainee Technicians, Teaching Staff, Pupils - Explanations relating to practical work, demonstrations, experiments, use of specialist equipment, health and safety precautions, any low stocks of materials etc.

Trainee Technicians and New Technicians - Providing assistance and work familiarisation to new staff and trainee staff in technical procedures, use of specialist equipment.

Teaching staff and pupils - Deliver practical demonstrations, experiments and impart specialist knowledge during the lesson to deliver the curriculum in accordance with the lesson plans.

The jobholder has daily interaction with teaching staff, pupils and other support staff; also contact with external suppliers and contractors, as required.

## **Resources**

The jobholder is accountable for the correct use and security of physical resources and equipment. The jobholder is required to use specialist equipment eg for experiments, practical work (i.e. woodwork, pottery, arts and crafts, with care, and contributes to ordering and maintaining the stocks and materials necessary for undertaking experiments, completing practical work such as wood work, art, pottery (e.g. wood, paints, chemicals etc).

## **Decision Making**

The jobholder decides when to intervene in pupil activities for instruction or safety purposes; and assesses the training/support needs of Technicians. Examples of recommendations made by the jobholder include those relating to the purchase or acquisition of specialist equipment, stocks and supplies for scientific experiments and practical work, e.g. woodwork, art, pottery; those relating to display and exhibitions of work.

## **Working Environment**

The work entails some manual handling, crouching and stretching. The work is normally undertaken in classrooms, workshops, art/pottery rooms etc. in the school. The jobholder may use hazardous chemicals and/or equipment with some inherent risk eg in conducting demonstrations, practical wood work, metal work, art/pottery work (e.g. kiln). Lifting and movement of resources and equipment will often be required, using trolleys where appropriate. There is regular background noise e.g. from pupils, which is moderately disruptive.

## **Knowledge and Skills**

The jobholder needs advanced knowledge and skills in the relevant subject area and the ability to contribute to lessons and support students learning. The work entails some manual handling, crouching and stretching. The work is undertaken in classrooms, workshops, art/pottery rooms etc. The jobholder may use hazardous chemicals and/or equipment with some inherent risk e.g. in conducting demonstrations, practical wood work, metal work, art/pottery work (e.g. kiln).

*The Stonehenge 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 requires a satisfactory enhanced DBS disclosure.*



## Art and DT Technician Person Specification

|                                | <b>Essential</b>   | <b>Desirable</b>  |
|--------------------------------|--|---|
| <b>Qualification/Knowledge</b> | Good general standard of education<br><br>Good numeracy / literacy / ICT skills<br><br>Basic knowledge of H&S regulations  | Safeguard training<br><br>First Aid trained   |
| <b>Experience</b>              | Experience working with a range of Art and/or Design Technology equipment and resources  | Experience or solid understanding of working as a technician in a school or educational establishment, undertaking a range of practical tasks |
| <b>Skills</b>                  | Excellent communication skills<br><br>Ability to work independently or part of a team<br><br>Ability to prioritise a busy workload to meet demanding deadlines<br><br>Problem solving<br><br>Ability to communicate effectively, orally and in writing<br><br>Excellent organisational and planning skills, including prioritising tasks<br><br>Computer literate – must have good ICT skills including a working knowledge of MS packages |   |



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Holders Road Amesbury Salisbury Wiltshire SP4 7PW t: 01980 623407 e: admin@stonehenge.wilts.sch.uk

|                           | Essential   | Desirable |
|---------------------------|---|-----------|
| <b>Personal Qualities</b> | <p>Ability to think creatively to anticipate and solve problems</p> <p>Ability to encourage and inspire young people to achieve</p> <p>Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities.</p> <p>Ability to work using own initiative, exercising good judgement where unsupervised.</p> <p>Creative flair</p> <p>Flexible approach to work</p> <p>Ability to carry out routine maintenance of equipment</p> <p>Awareness and commitment to equality and diversity, health and safety and safeguarding.</p> |           |

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