



SEAHAM HIGH SCHOOL

Creative Arts Technician



Application Information Pack

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www.seahamhighschool.com



Part of the Eden Learning Trust, Company Number 10980753, registered in England and Wales.
Registered office: Ferryhill Business & Enterprise College, Merrington Road, Ferryhill, DL17 8RW



Seaham High School School Information

Seaham High School is a popular and oversubscribed purpose built, fully comprehensive school of over 1149 students. Numbers are increasing rapidly and above expectations due to the growing popularity of the school. Virtually all our students come from the town of Seaham which is a developing community as a result of local regeneration projects. The town is surrounded by beautiful countryside and is only 14 miles from the city of Durham. You can take a virtual tour of the school on our website.

We converted to become an Academy and joined the Eden Learning Trust on September 1st 2020.

This is an improving school which was recognised when the school was inspected in May 2017. They judged the school to be good. Ofsted made the following comments:

- “A school that continues to improve outcomes for all pupils over time”
- “Published GCSE examination results from last year show that pupils’ progress was strong overall”
- “Parents, staff and pupils are all overwhelmingly positive about the school”
- “Pupils are smart, confident and polite young people who are interested in their school, their progress and their future when they leave school”.
- “Governors know the school and its needs well”

The school achieved pleasing examination results in 2021 with 78% of students obtaining Grades 4+ in English and 74% in Maths. 26% of students achieved the English Baccalaureate qualification. These are encouraging figures being up significantly on last year and in line with National benchmarks. Our main priority is to further develop student progress against their targets.

We have a high quality and bespoke professional development programme. We value our staff and provide training to all at a personal level. Staff turnover is traditionally low. For our students at Seaham, we aim to promote the highest standards of attainment both inside and outside the curriculum; and from our students we expect equally high standards of behaviour, dress, courtesy, and a firm commitment to their studies and to the wider life of the school. We value all our students and are inclusive in our approach, thus we have a wide range of types of support being given to children throughout their subject lessons as well as through our Personal, Social, Health and Citizenship curriculum.

As a school we place great emphasis on developing the self-confidence, skills and values that will enable our students to make a positive contribution to our constantly changing 21st Century world. We are a learning community that aims to equip our students with an approach to learning and knowledge which ensures that they are fully prepared to progress to further or higher education and to an increasingly demanding workplace. Pastoral arrangements see our students in Year Groups led by a Year Leader. Seaham High School moved into its new build in September 2016. It is a state of the art building for delivering education in the 21st Century. Students and staff appreciate the first rate facilities which support the high quality education which is accessible to all.



Seaham High School Safer Recruitment

Seaham High School's commitment to Safer Recruitment **Only the best will do for our children**

Seaham High School are committed to safeguarding and promoting the welfare of all children and young people, and expect all staff and volunteers to share this commitment. Applicants are advised that:

- When applying you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers
- All references will be applied for in writing
- Seaham High School reserves the right to contact your present employer and any previous employer
- Employers will be asked about disciplinary offences, including those, which have expired
- The post for which you are applying is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice
- If successful in the selection process, you should be aware that you will be required to undergo a check carried out by DBS to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter
- An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000)
- Confirmation of your identity will be undertaken through the production of a passport/ driving license/birth, marriage or divorce certificates and educational/professional qualifications will be verified
- Seaham High School will only offer appointments if the above checks are satisfactory and will allow no unsupervised access to children before completion of all checks
- Preliminary interviews will be used to ensure that applicants have a full understanding of the requirements of the job and its difficulties and our young people may be involved in the process
- A probationary period of six months is standard practice for all new appointments to Local Government



Seaham High School Job Advert

Creative Arts Technician

Grade 2 – SCP 3 - 4

Salary - £18,887 - £19,264 Pro Rata

Hours - 37 hours per week – Term Time

Start Date: Required 01.09.2022

We are looking for an enthusiastic Creative Arts Technician to ensure high quality support to teaching staff in Art, PE and Music through the management and development of the resources within the school. The successful candidate will provide effective support of practical lessons using a variety of equipment and working across all areas.

Seaham High School (part of Eden Learning Trust), is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Seaham High School is an equal opportunity employer and welcomes applications irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Deadline:

The closing date for applications is **noon on Friday 1st July 2022**

How to apply:

Please visit our website www.seahamhighschool.com vacancies page for further information and application form. Completed applications should be returned to Mrs McNally-Holmes via office@seahamhighschool.com

Please note that we are unable to accept CVs and only fully completed school application forms will be considered. Due to high volumes of applicants, we regret we will only contact those that have been shortlisted.

We reserve the right to close advertisements early. Advertisements will therefore close the day the decision has been taken to close the advertisement early.



Seaham High School

Job Description

Post Title:	Creative Arts Technician
Reporting to:	Lead Practitioner – Creative Arts & Technology
Grade:	Grade 2 - SCP 3 - 4
Salary:	£18,887 - £19,264 Pro Rata
Hours:	37 Hours per week – Term Time

Core Purpose:

To ensure a high quality and efficient service of all technical matters within Art, Music and PE by supporting teaching staff in all areas through the management and development of the resources within the school.

Responsibilities for all support staff:

- Promote the values and aims of the School and Multi Academy Trust
- Follow all relevant school policies and expectations as outlined in the school handbook
- To be aware of, and assume the appropriate level of responsibility, for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- Create and maintain effective partnerships with parents and carers.
- Treat students, parents and colleagues fairly, equitably and with dignity and respect.

Specific responsibilities of this role:

- Order and maintain sufficient supplies of materials and equipment as needed and maintain stock records.
- Maintain and carry out regular checks on equipment and report any defects.
- Carry out initial fault diagnosis of equipment.
- Carry out initial contact with repair and maintenance contractors.
- Maintenance of faults/repairs and log of service requests.
- Security marking and logging new equipment.
- Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order.
- To maintain a clean and tidy working environment in teaching rooms and working areas.
- Set up resources, materials and equipment for lessons.

- Setting up rooms for lessons complying with health and safety regulations.
- Setting up equipment for staff and students.
- To prepare and construct equipment for use under the direction of teaching staff.
- To carry out any admin tasks where required.
- Assist and instruct users in the operation of specialist equipment.
- Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
- Support structured and practical activities for groups or on a one-to-one basis.

Professional Development:

- To take responsibility for personal professional development;
- To take part, as appropriate, in the school's professional development programme;
- To engage actively in the Performance Management Review process;
- Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others.

General:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher.



Seaham High School Person Specification

	Essential	Desirable	Assessed criteria
Application	<ul style="list-style-type: none"> Fully completed application form Fully supported in 2 references 		<ul style="list-style-type: none"> Application Form References
Qualifications/ Attainments	<ul style="list-style-type: none"> English and Mathematics GCSE A* - C/9-4 or equivalent 	<ul style="list-style-type: none"> Understanding of Child protection/safeguarding/data protection procedures and policies First Aid training or be willing to undertake first aid training Health & Safety Qualification Evidence of recent professional development activities and/or training 	<ul style="list-style-type: none"> Application Form
Experience	<ul style="list-style-type: none"> Experience of working with specialist materials and equipment 	<ul style="list-style-type: none"> Experience of working with children Experience of working in an educational establishment 	<ul style="list-style-type: none"> Application Form References Interview
Skills/Knowledge	<ul style="list-style-type: none"> Excellent communication skills – both oral and written Good ICT skills Aware of the needs of confidentiality Is flexible and approachable Is proactive and resourceful Highly organised with good time management skills Ability to work independently Ability to work to specific instructions Enthusiastic, hardworking and self-motivated Ability to respect and maintain confidentiality 	<ul style="list-style-type: none"> A good knowledge of health and safety requirements Is knowledgeable and compliant of policies and procedures relevant to child protection 	<ul style="list-style-type: none"> Application Form References Interview

Personal Qualities	<ul style="list-style-type: none">• A team player• High level of interpersonal and communication skills• Evidence of being able to build and sustain effective working relationships with staff and students• Self-motivated yet willing to follow instruction and advice• Sense of humour, lots of patience and an assertive nature• Ability to use initiative when required• Calm and positive approach• Resilient		<ul style="list-style-type: none">• Application Form• References• Interview
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