



KING JAMES'S SCHOOL
KNARESBOROUGH

Candidate Information



Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

Many job adverts specify what they demand from the candidate. We have plenty of skills and qualities that we are looking for but we also have a lot to offer to prospective candidates. First and foremost the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area, but by and large the classes are filled with well-motivated students willing to learn and to contribute to their school community. The local community is very supportive of the school, the catchment area is well defined and we have excellent relationships with the local parents who choose to send their children here. We fill up each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire isn't just a great place to teach, it's a great place to live.

The extra-curricular life of the school is rich, most staff who work here make the most of it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time we have a very strong commitment to the development and training of all staff, teaching and non-teaching. This is a school in which the opportunities for your personal development are rich.

Thank you for considering King James's School.

Clare Martin
Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

Art Technician

24 Hours per week

Term Time Only plus Training Days (39 weeks)

Grade C/D point 4 – 6: £12,785 - £13,435 (actual)

LGPS pension and staff benefit scheme

We are seeking to appoint an enthusiastic Art Technician to support the Head of Art and the Art and Textiles teams.

You will be responsible for a wide range of duties including the setting up of basic equipment and materials for practical lessons and demonstrations along with tidying rooms and checking equipment. You will organise and administer the school trips procedure within art and textiles, compile orders and stock control, communicate with teachers and maintain appropriate records.

You will have a good understanding of art materials and have good written and verbal communication skills and the ability to manage time and communicate effectively to complete tasks to a high standard.

You will be a dynamic and highly motivated individual with the ability to work without supervision. All training will be provided. In return, we offer a competitive salary, access to a contributory local government pension scheme and other additional staff benefits.

King James's School is a large 11-18 comprehensive school and is proud to offer high quality professional development and career opportunities for all staff. The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS disclosure is required for this post.

Completed applications must be submitted via email to: recruitment@king-james.co.uk and received by: **Tuesday 23rd April 2024, 08.00am**

Please note that CVs will not be accepted.



How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to: recruitment@king-james.co.uk and be received by: **Tuesday 23rd April 2024, 08.00am**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.



Information on the Art Department

The Art Department serves as a cornerstone of our school curriculum, maintaining a prominent presence through public space installations and an annual exhibition. As a dedicated fine art department, we heavily rely on our technicians to support the students' ambitions.

Currently, we have 186 students studying Art or Photography at the GCSE level and 40 at A Level. As an integral part of the team, you will collaborate with staff to anticipate and fulfil their requirements, ensuring the delivery of our customised curriculum, particularly at GCSE and A Level. We are seeking an individual with a proactive and solution-oriented mindset, along with a strong work ethic, to assist the Head of Faculty and the team in optimising the department's operations for the benefit of the students.

KING JAMES'S SCHOOL, KNARESBOROUGH

JOB DESCRIPTION

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

ART TECHNICIAN

<i>Line Manager:</i>	Head of Art
<i>Responsible to:</i>	Headteacher/Head of Department

<i>Salary NYCC Band:</i>	Grade C/D, point 4-6
<i>Full Time/ Part Time:</i>	Part Time
<i>Hours:</i>	24 Hours per week in total
<i>Full Year/ Term Time Only:</i>	Term Time only (plus training days)

<i>Job Evaluated Date:</i>	March 2019
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Professional Responsibilities**ALL ASSOCIATE STAFF**

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

Job context

Required to work within school in supporting teachers with Art and Textiles practical lessons. Due to the nature of the role, the postholder may be required to wear protective clothing for their own safety.

Enhanced DBS Clearance required.

An ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Job Description

Job purpose	To work under the supervision and direction of teachers to support learning by providing technical assistance, through the coordination, preparation and maintenance of teaching areas and equipment for pupils.
Operational management	<ul style="list-style-type: none">• Provide support to teaching staff in Art and textiles areas.• Ensure practical areas, sinks, surfaces, tools, equipment and materials are kept clean, tidy and usable.• Prepare equipment and materials for lessons and demonstrations.• Prepare resource packs for teachers and pupils (photocopying and duplication).• Take stock of equipment and materials and inform subject leaders of deficiencies.• Keep stock rooms tidy and look after storage space for pupil's work.• Put up displays of work and support the ethos of the school.• Support the implementation of Photography lessons by providing, charging and ordering stock.• Order and prepare Art and DT packs for KS4 and KS5 for sale to students incoming.• Sell equipment to students when necessary and record monies.• Support the implementation of the risk assessments and safe procedures in the Art and Textiles rooms.• Support the implementation of the new curriculum through copying, administrating and sticking of curriculum documents e.g. green sheets, learning journeys and assessment descriptors.• Organise and administrate the trips procedure within the Art department and Textiles department.• Report any site or technical issues within the department via Helpdesk.• Assist in Textiles lessons, to help pupils in setting up machines etc.• Co-ordinate and help set up the Design and Technology Exhibition.• Carry out ordering and stock control for Textiles. Check that orders arrive as expected.• Attend staff meetings and training days by agreement with their manager.
Communications	<ul style="list-style-type: none">• Communicate effectively with all pupils and colleagues• Liaise with all areas of the school and outside organisations.• Remember and understand the procedures and legislation relating to confidentiality issues that apply to your role.• Interact with pupils in a supportive way to aid the development of their ability to think and learn• Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.• Have the ability to use clear language to communicate information unambiguously to others including children, young people, their families and carers.
Resource management	<ul style="list-style-type: none">• Assist with stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records.• Lead on routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard.

	<ul style="list-style-type: none"> • Ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy. • Participate in training and learning activities and performance development as required.
Safeguarding	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. • Have awareness and basic knowledge, where appropriate, of the most recent legislation. • Be able to recognise when a child or young person is in danger or at risk of harm and know who to report your concerns to.
Health and Safety	<ul style="list-style-type: none"> • Contribute to the assessment, monitoring and review of both health & safety procedures and information resources through a process of self-evaluation. • Carry out electrical and other safety checks, fume cupboards, pressure vessels and first aid kits etc. • Ensure the healthy, safe storage and accessibility of equipment and materials. • Under the guidance of other technicians, ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards.
Flexibility and Customer Service	<ul style="list-style-type: none"> • King James's School (KJS) provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with KJS and County Council Policies and Procedures. • KJS requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The KJS requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.

Person Specification	
Essential upon appointment	Desirable on appointment
Knowledge	<ul style="list-style-type: none"> • Knowledge of specialist equipment and materials • Understanding of Art materials, risk associated and appropriate actions
Experience <ul style="list-style-type: none"> • Appropriate experience of working with children, ideally relevant to the subject area 	
Occupational Skills <ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents. • Good literacy and numeracy skills • Effective Organisational Skills • Demonstrable interpersonal and communication skills • Ability to work successfully in a team • Able to exercise discretion & judgement • Self-motivated to complete required duties. • Confidentiality • Good time management skills • Flexibility • Customer-facing role requiring the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	<ul style="list-style-type: none"> • Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame
Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role <ul style="list-style-type: none"> • NVQ Level 2 or equivalent in a relevant subject. 	
Other Requirements <ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the school's policy and ethos. • To be committed to Continual Professional Development. • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline. 	
Behaviours	Link

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.

