



# Seahaven Academy

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## Candidate Briefing Pack

**Job title: Visual Arts and Design & Technology Technician**

**Closing date:** 12<sup>th</sup> July 2026

**Interview date:** TBC

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### Message from the Principal

Thank you for your interest in joining Seahaven Academy. I am delighted to introduce you to our academy, and I hope that this application pack provides you with an overview.

We are proud of the history of our school and the integral part it has played in our local community but also looking very firmly to the future and setting our sights on being an exceptional school for the students in the Newhaven area.

Since becoming an academy, the students, staff, governors and parents have worked tirelessly to make Seahaven what we want for our students: a safe place to learn and succeed beyond all expectations. At Seahaven Academy we take safeguarding extremely seriously in all aspects of our school life. We make excellent behaviour a priority in our school, committing to providing 'disruption-free learning' for all students. We believe that it is essential to take back those wasted moments staff spend on dealing with low level disruption and ensuring they are spent on teaching instead. We make no apologies for our no-nonsense approaches and strict routines but instead combine these with the best pastoral care and support students could receive, through our dedicated staff supporting every aspect of our students' school life. Teaching and Learning is what we live, sleep and breathe at Seahaven. We believe that learning takes place both inside and outside the classroom and will always go 'the extra mile' to do whatever we can to allow our students to be successful, but without compromising our very high standards.

We know where we are heading, and we are aiming to get there with an enduring positivity and enthusiasm for our work. We understand that a good work-life balance is a key factor in getting the best from everyone and have staff focusing on solving problems and embracing challenge. Staff morale is very high, and we are a proud school. If you like the sound of our mission to transform the futures of all our students, then Seahaven may well be the team for you to join. We welcome you to arrange a visit to see the school in full action.

Our school is part of United Learning, which means our teachers benefit from the best pay in the sector, three extra INSET days protected for your own planning, guaranteed paid personal days, great training for your career, and more.



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Good luck with your application and thank you again for considering Seahaven Academy for the next stage in your career.

Best wishes

**Mark Newnham-Reeve**

**Principal -Seahaven Academy**



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## Job Description

Job title:	<b>Visual Arts and Design &amp; Technology Technician</b>
Location:	Seahaven Academy
Salary:	£24978.00 FTE, £21553.00 prorated
Pension:	United learning contribution is 17.9%
Contract type:	Full Time, Permanent, 37.5hrs per week, Term time only
Responsible to:	Head of Department - Visual Arts

## The Role

We are looking for a highly motivated technician to support the Visual Arts team preparing teaching materials, resources and equipment for lessons; and organising both classrooms and the prep rooms, ensuring that stock levels are maintained and resources are available. The faculty of Visual Arts includes Art, Photography as well as Design & Technology therefore a wide range of subject's areas, materials and processes are covered in this department.

The successful candidate will be trained on using the workshop machinery; also supporting within classrooms as needed, and administration tasks as required.

The successful candidate can be sure of working with a team of extremely dedicated staff in a very motivating, forward-thinking environment. The school is committed to providing exceptional CPD at all levels.

## About You

The successful candidates must...

- Have the highest expectations and standards
- Be flexible and resilient with an unrelenting 'can do' attitude
- Have excellent communication skills
- Be able to work as part of a team or stand-alone
- Have the ability to be a good role model to young people
- Be able to manage work load and prioritise effectively
- Be committed to the importance of education
- Be committed to personal and professional development

### Role Purpose:

- To support the Head of Department and teaching staff in the preparation of materials and lessons, application of the Health and Safety policies and the maintenance of the rooms and equipment. The technician will also assist in lessons where required.



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## Role Tasks:

- To assist in any area of the department and/or school as directed by the Head of Department
- To prepare teaching materials, resources and equipment as required by the teaching staff prior to each lesson or activity
- To ensure that the Design & Technology and Art rooms are organised each morning / after school for the lessons that day
- To organise and maintain the prep room, monitoring stock levels and ordering materials and equipment as required
- To complete administrative tasks as required, for example, photocopying, the ordering of resources and repair / leasing of equipment
- To assist teaching staff within Design & Technology and Art lessons with regards to the students' practical activities and clearing away as required at the end of each lesson
- To assist the Head of Department with the display of Design & Technology and Art work within the school, including the mounting and dismantling of examination work
- To complete displays within the department as required
- To help to keep all Design & Technology and Art rooms organised and tidy
- To assist/make lesson resources as needed
- To prepare and assist with students work using the 2D Design and laser cutter both during lessons and after school where appropriate
- To use the workshop machinery including the circular saw, band saw, chop saw, pillar drills, buffing machine, disc and vertical sanders and hand tools
- To carry out demonstrations to small groups of students/teachers as needed
- To maintain a high standard of organisation of materials, tools and equipment in all of the practical rooms with regard to safety and the maintenance of equipment liaising with the Head of Department, where required.
- To maintain the Laser Cutter and oversee maintenance and minor repair work as needed
- To maintain and manage the photocopiers within the Art and DT departments
- To book annual machinery maintenance servicing, including all D & T machines, the laser cutter, kiln and LEV testing
- To apply and ensure Health and Safety policies are in place throughout the department, including organising and booking DATA training for members of staff
- To write risk assessments and keep COSHH documentation updated
- To complete accident report forms as required during practical lessons
- To lead on the safe and appropriate storage and management of department stock and equipment, maintaining appropriate processes to ensure an organised and safe environment for the teaching of Design & Technology
- To provide assistance to students during after school sessions or clubs
- To assist with Food Technology lessons when required
- To assist with Photography lessons when required and ordering of resources
- To ensure Health and Safety standards are consistently met across the department through the maintenance of equipment, training, proactive observation and reporting of Health and





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Safety issues, and through helping to establish a Health and Safety culture across the department

- To attend open evenings and provide assistance as required at the Design & Technology and Art shows and Performing Art shows

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

United Learning are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for an enhanced DBS disclosure.



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## Person Specification for Visual Arts and Design & Technology Technician

### Qualifications

#### Essential:

- Level 2 literacy and numeracy qualifications minimum
- Suitable qualifications related to Design & Technology and Art & Design

#### Desirable:

- Relevant additional qualifications to support this role

### Experience

#### Essential:

- Demonstrated evidence of a good knowledge and passion for Design & Technology and Art and Design
- Knowledge of Health and safety procedures
- Experience in working with different equipment and processes within both Design & Technology and Art and Design
- Experience of using 2D Design and a Laser Cutter
- An interest and ability in designing and making products
- A good knowledge of machinery and tools
- Knowledge and appreciation of the technical needs of delivering teaching and learning

#### Desirable:

- Experience of previous technician work

### Skills and Ability

#### Essential:

- Excellent planning and organisational skills and ability to multi-task and prioritise
- Good IT skills – experienced at using all Microsoft packages and 2D and 3D CAD programs
- Good communication skills and interpersonal skills, with the ability to interact well with staff and students
- Team player who actively helps and supports the whole team across the wider faculty
- Highly accurate and efficient working within deadlines
- To be proactive, creative and resourceful with service provision, embracing technology and new ways of working
- Confidentiality
- Innovative and use own initiative where required





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- Ability to reflect and look for ways to improve current practices

## **Disposition/Attitude**

### **Essential:**

- Creative and enthusiastic
- Ability to analyse and solve problems
- Energetic and resilient
- High expectations of self and others
- Flexibility

## **Commitment and other requirements**

### **Essential:**

- Interest in continuing personal/ professional development
- Relentless commitment to Equal Opportunities and Safeguarding for all



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## Ofsted Report



Inspection of Seahaven Academy  
Haven Way, Newhaven BN9 9TD

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Inspection dates: 11 November 2025

Overall effectiveness	Expected Standard
Achievement	Expected Standard
Attendance and Behaviour	Expected Standard
Curriculum and Teaching	Expected Standard
Inclusion	Expected Standard
Leadership and Governance	Expected Standard
Personal Development and well-being	Expected Standard

### What it's like to be a pupil at this school

Pupils enjoy coming to this harmonious school. Its inclusive ethos fosters a clear sense of belonging among pupils and staff. Consequently, pupils feel a real sense of community here. The pastoral support that staff give to pupils is a strength. As a result, pupils feel safe and well cared for. They learn to become responsible, respectful citizens. Pupils have a mature understanding of topics linked to equality and diversity. Should any bullying or discrimination occur, pupils trust that staff will listen and deal with it effectively.

The school's values to 'be kind, be confident and be ambitious' underpin all aspects of daily life. Pupils are keen to meet the high expectations that staff have for their achievement. They are motivated to work hard and succeed. Disadvantaged pupils, and those with special educational needs and/or disabilities, benefit from strategies that address their individual



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barriers to achievement. Overall, pupils achieve well. However, at times, there are some inconsistencies in how well the curriculum is adapted to support pupils' learning.

Effective partnerships with parents and carers are at the heart of ensuring that pupils thrive socially and academically. Pupils benefit from positive relationships with caring and committed staff. Typically, pupils work with focus and purpose. Classrooms are calm and orderly places, conducive to successful learning. During social times, pupils chat with their friends and play sports. While attendance is improving, some pupils still do not attend as often as they should.

Pupils value the opportunities that the school provides to develop their confidence, skills and talents. They benefit from the wide range of interesting clubs available, including the pop-up library and the eco-club. Pupils relish taking on leadership roles, such as being a member of the school council or a librarian. They play an active role in their school and the wider community. A palpable ethos of care and teamwork pervades here.

Full report can be accessed [Seahaven Academy > About Us > Ofsted](#)





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## How to Apply

To join our dedicated and talented team, click apply here. [Vacancies | Jobs | Seahaven Academy](#)

United Learning is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check.

The closing date for this post is **12<sup>th</sup> July 2026**.

We reserve the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that candidates submit their application as soon as possible.

## For more information about this role, please contact:

Name / title: HR Department

Telephone number: 01273 517601

Email address: [hr@seahavenacademy.org.uk](mailto:hr@seahavenacademy.org.uk)

## About United Learning

United Learning is a Group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out 'the best in everyone' – pupils, staff, parents and the wider community. We uniquely comprise schools in both the state and independent sectors.

As a Group, we can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences.

We believe that our Group contains the most developed relationships and practical interaction between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies.

To find out more about United Learning, please visit the website [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk).



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