



CEDARS
UPPER SCHOOL

Cedars Upper School
Mentmore Rd, Linslade
Leighton Buzzard
Bedfordshire, LU7 2AE
01525 219300

x.com/cedars_upper
instagram.com/cedarsupperschool
facebook.com/cedarsupperschoolLB

Art Technician

Job description and person specification

Salary: L2
Reporting to: Heads of Department
Conditions: 39 weeks per year / 30 Hours per week
Location: Cedars Upper School

Purpose of the post:

To provide technical and practical support to the Art Department, ensuring the provision of a high-quality service to support the delivery of the art curriculum. By supporting effective teaching and learning, the technician enriches the educational experience for all, helping to enhance student attainment and achievement while aligning with the School Improvement Plan and the school's ethos, aims, and vision.

ORGANISATION CHART:

Heads of Department
Art Technician

Principal Responsibilities:

- Provide and prepare all equipment, processes and materials to support teaching and learning including setting up and cleaning up equipment and materials safely before and after lessons.
- Ensure the maintenance of the learning environment, materials and equipment are in a clean, safe and tidy condition at all times within the art department
- Assist with the storage and control of stock in accordance with health and safety guidance and school policies.
- Support the teacher by:
 - i. Assisting in the preparation of practical resources for the lessons such as cutting materials to length, differentiated worksheets or visual aids.
 - ii. Personalising resources for an individual or a small group.
- Bring any foreseen shortfalls in stock levels or repairs needed to the attention of the line manager
- Supervise whole school internal and external examinations as required.
- Any other ad hoc duties requested by the line manager.



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EXECUTIVE HEADTEACHER: MR MARK GIBBS
WWW.CEDARSUPPERSCHOOL.ORG.UK

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Registered in England and Wales. Company registration number: 7559901.
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Generic Responsibilities of all staff

- To consistently uphold the school's aims and strive to attain school targets.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the school.
- To work with students within the framework of the school in courteous, positive, caring and responsive manner which supports the five ECM outcomes.
- To take an active and positive role in the school's commitment to the development of staff and review procedures.
- To seek constantly to improve the quality of the school's provision.
- To present oneself in a professional way that is consistent with the values and expectations to the school.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

Notes:

Supervisory Management: Coaching Others
Financial Resources: N/A
Physical Resources: Classroom materials, equipment and resources

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.
- All teaching staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.





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In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- 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 of authority and maintaining discipline.

The Chiltern Learning Trust is committed to its schools working in wider partnership which will promote wellbeing outcomes for young people.

All personnel may be required to work across schools within the Trust by agreement with the Head Teacher.

Safeguarding Children

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4

(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986.

Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.



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Person Specification

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This acts as selection criteria and gives an outline of the types of people and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected Desirable

(D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of working in a similar role	1,2	Some experience of supervising others	1,2
	Some experience of working in a school environment within an Art or Expressive Art related faculty	1,2	Knowledge of working with clay and adhere to H&S standards of working in a pottery room	1,2
	Experience of Art or Technology industry			
Skills/Abilities	Literacy skills – able to read and understand technology based instructions and maintain records	1,2		
	Numeracy skills – to be able to take accurate measurements and weights	1,2		
	Able to plan and organise own work and the work of others to meet tight deadlines	1,2		
	Able to give clear and concise instructions and guidance to others	1,2		
	Able to maintain high standards of accuracy in all tasks	1,2		
	Able to supervise and direct the work of others	1,2		
	Efficient at using computer systems, such as Google	1,2		
Competencies	Able to demonstrate appropriate motivation to work with young people.	1,2		
	Able to form appropriate relationships with young people.	1,2		
	Appropriate attitudes to use of authority and maintaining discipline.	1,2		
Equality Issues	Able to identify and act upon common forms of discrimination	1,2		
Specialist Knowledge	Demonstrable knowledge of health and safety as it applies in the storage and use of chemicals	1,2	Demonstrable knowledge of technical aspects of the technology curriculum at KS3 and KS4	1,2,5
Education and Training	Hold an A Level or equivalent in an Art based subject Willingness to undertake further work-related training	1,2		
Other Requirements	Able to spend much of the working day standing and making use of equipment and other materials	1,2		

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(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act 2018

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any posts based in schools.

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