



## **INFORMATION FOR APPLICANTS**

### **ART & DESIGN TECHNICIAN**

**32.5 hours per week  
Term Time Only plus INSET days**

**(Monday – Friday 8:30am – 3:30pm)**

**Salary Scale 3, points 5-6  
(£25,583 - £25,989 FTE)**

**Actual salary £19,563 - £19,873 per annum**



Dear Candidate



Welcome to All Saints Academy Dunstable.

As I enter into my tenth year as Principal I feel extremely proud to have worked with the local community in transforming this Academy. When I joined in 2015 the Academy was in a category of Serious Weaknesses, and although the improvement journey has not always been smooth, our most recent Ofsted in November 2024 has judged that Personal Development is **Outstanding**, and Behaviour, Sixth Form and Leadership are all **Good**. Historically exam results have been below national average however the recent upward trajectory fills us with confidence that the Quality of Education will soon also reach a good standard.

The following extract from our recent Ofsted report demonstrates how the Academy's strong Christian ethos is driving improvements:

*"Pupils enjoy attending All Saints Academy Dunstable. It provides an exceptional range of opportunities that raise pupils' aspirations, develop their character, and broaden their interests.*

*The school's ethos is at the heart of its exemplary approach to developing pupils' personal qualities and their sense of right and wrong. Pupils fully understand the importance of diversity and respect for all. They embody this in how they treat each other around school. Pupils look out for and help one another. This is because the school is exceptionally inclusive in its culture and approach to teaching difference. It ensures, for instance, that all pupils, including those who are disadvantaged, participate in the rich 'electives' offer, trips and visits."*

In December 2024 we had a SIAMS inspection which was again very positive about the work of the Academy and the following strengths were noted:

*"The school community greatly value the school's vision, with its focus on dignity and aspiration. It is an appropriate Christian response to the complex context of the school.*

*Leaders work tirelessly to ensure that the school vision is made real through their strategic and day-to-day decisions. As a result, both adults and students flourish. The meticulous mapping of collective worship alongside the curriculum ensures that students' spiritual and character development are given priority. This enables them to develop as reflective and well-considered young people.*

*All Saints Academy is a community where adults and students treat each other with dignity and kindness. This means that students, particularly those who are vulnerable, have a fulfilling time at the school.*

*Students know that their voices are heard by adults at the school. As a result, they grow into a quiet assurance, which enables them to discuss issues with dignity and good humour.”*

We now need to ensure that all areas of Academy life become Outstanding. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest academic expectations for all our students.

If you feel you want to be part of our journey to be an outstanding academy and have a genuine desire to make a difference to children’s outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber  
**Executive Principal**

## INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith and Hope**”. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

We are seeking to appoint an enthusiastic Art, Food and Textiles Technician, who will contribute to shaping an outstanding future for our students. The successful candidate will establish effective working routines to support students and teachers across the Arts Faculty. They will be responsible for preparing equipment and resources for lessons, requesting and processing orders and maintaining stock levels.

All Saints Academy is a fantastic school in which to work, with exemplary relationships at all levels. All staff and students are valued highly. We have a first class commitment to developing individuals and working with others to reach their full potential.

## ACADEMY FACILITIES









We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole, the accommodation includes:

- Five Science labs and a Science Studio Room
- Six Maths classrooms
- Five English classrooms and a Lecture Theatre
- Four Humanities classrooms
- Further rooms for the teaching of Business Studies and ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music and a Recording Studio
- An amazing Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area
- The Inclusion Bungalow
- Management Suite
- Spacious staff room with outside area
- Separate departmental staff workrooms

## BENEFITS

Benefits of working at the academy include:

 Training & support	 Generous pension schemes (TPS & LGPS)
 Free Car Parking	 Access to Occupational Health Services (where required)
 Free access to the gym	 Staff social committee
 Employee Assistance Programme	 Regular staff well-being initiatives

# JOB DESCRIPTION

## Art and Design Technician

**Responsible to:** Head of Art

**Hours/Weeks:** 32.5 hours per week, 8:30am – 3:30pm Monday – Friday (30-minute unpaid lunch per day). Term time only plus INSET days.

**Core purpose:** to support the students of All Saints Academy Dunstable in developing the skills required to become independent learners. Assisting with preparation of resources and equipment for create and design lessons.

### Job description

The job description will be reviewed regularly with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specific in detail. Broad headings therefore may have been used, in which case all the usual associated routines are naturally included in the job description.

The post-holder should not refuse to undertake work which is not specific on this form, but they should record any additional duties they perform and these will be taken into account when salaries are reviewed.

### General duties and responsibilities:

- To work with the student support team to identify specific support needed for students
- To draw on knowledge of various forms of special needs, to develop an understanding of the specific needs of the students.
- Carry out responsibilities, within the context of published Academy plans and priorities, principles and policies, health and safety rules and statutory requirements for curriculum/ assessment
- To liaise with class teachers so that all the needs of the students' are met.
- To take into account the special needs involved, to help the students to learn as effectively as possible both in-group situations and individually. This may involve any of the following:
  - explaining/reminding the students of instructions/information.
  - ensuring the students are organised for learning.
  - motivating the students as required.
  - assisting students in weak areas such as reading, writing, spelling, and presentation.

- aiding the students' concentration.
- helping raise the students' confidence and promote their self-esteem.

- To promote a positive ethos and celebrate success with students, staff and parents/carers.
- To maintain up to date CPD records according to the Academy Development Plan.
- Setting up, operating and maintaining equipment in art design technology and food.
- Prepare resources for lessons – cutting paper, organising paints and specialist materials, setting up the kitchen with equipment for lessons
- Organise and Issue materials and ingredients to staff and students including weighing and preparing all of the ingredients for PP students
- Ordering and receiving stock and chasing up discrepancies
- Assisting with department and wholeschool displays
- Manage the art and food inventory of resources and equipment
- Assist as directed with the records of expenditure in the Arts faculty
- Implementing and Monitoring Health and Safety Regulations and sound working practices
- Liaise with staff daily to ascertain support requirements
- Provide first aid to students and staff as required
- Assist with the supervision of students out of lesson times e.g intervention sessions and lunchtimes
- Ensuring the tidiness and cleanness of the art and food rooms including maintaining high levels of hygiene in the kitchen by washing all of the cloths after practical lessons, date checking all of the ingredients, monitoring the temperature of the fridges and freezer and cleaning worksurfaces and equipment.
- Reporting faulty equipment to the site manager and arranging for repairs/replacements as required
- Supporting the productions through preparation of scenery and props.
- Working one to one to support key students
- To manage personal time effectively.
- To carry out all duties with due regard to the policies of the Academy.

.....	.....
<b>Post holder</b>	<b>Date</b>
.....	.....
<b>Line Manager</b>	<b>Date</b>
.....	<b>Position</b>

**Safeguarding**

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

# PERSON SPECIFICATION ART, & DESIGN TECHNICIAN

	Essential	Desirable
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>At least five A*-C/9-5 GCSEs including English, Maths (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>First Aid trained</li> <li>Training in supporting students with literacy difficulties/behavioural difficulties/autistic spectrum disorder</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Experience of working with young people between the ages of 11-19</li> <li>Experience of supporting students in a classroom based environment</li> <li>Experience of supporting young people with additional needs</li> </ul>
<b>Knowledge, Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>Good organisational skills</li> <li>Good interpersonal skills</li> <li>Ability to work independently and to take direction</li> <li>Empathy with young people – ability to build a strong rapport</li> <li>Ability to solve problems on a daily basis</li> <li>Ability to take a non-confrontational approach to resolve difficult situations</li> <li>Understanding of professional conduct between support staff, teachers and students</li> </ul>	<ul style="list-style-type: none"> <li>Good standard of ICT skills and ability to use a range of Microsoft packages</li> <li>Knowledge of Inclusive Practice</li> <li>An understanding of the SEN Code of Practice</li> <li>Knowledge of strategies to support young people with low literacy levels and ASD</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to remain calm in challenging situations</li> </ul>	

	<ul style="list-style-type: none"> <li>• Hard-working</li> <li>• Ability to multitask and to meet deadlines</li> <li>• A desire to keep skills and knowledge up to date</li> <li>• Commitment to safeguarding and child protection</li> </ul>	
<b>Motivation</b>	<ul style="list-style-type: none"> <li>• Willingness to be flexible</li> <li>• Willingness to undertake first aid training and any other training as appropriate</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding the welfare of young people in the Academy</li> <li>• Understanding of appropriate and inappropriate physical intervention with students</li> <li>• A satisfactory enhanced disclosure from the DBS</li> </ul>	

### **TIMELINE FOR RECRUITMENT PROCESS**

**Closing date for applications** 3<sup>rd</sup> June 2026 at 9.00am

**Interviews** As soon as possible

**Start Date** TBC

### **HOW TO APPLY**

Please apply by completing the online application form via MyNewTerm. Please note we do not accept CVs or applications submitted through email. Applications will be shortlisted throughout the process and we may interview and close the advert early if we are in a position to recruit a suitable candidate. We therefore encourage interested candidates to apply early.

### **REFERENCES & PRE-EMPLOYMENT CHECKS**

We will seek references for candidates after the shortlisting process which may include approaching previous employers for information to verify particular experience or qualifications.

The first referee should normally be your present or most recent employer. If you are currently working in education this should be your Headteacher or

equivalent person. Please ensure your referees are aware of your application as references will be obtained prior to interview where applicable.

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
- Attitudes to use of authority and maintaining discipline

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

#### **CONDITIONAL OFFER – PRE-EMPLOYMENT CHECKS**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least 2 satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS with Children's Barred List Disclosure
- Section 128 check (where required)
- Prohibition Check (where required)
- Verification of professional status such as QTS Status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of the 6-month probationary period
- Where the successful candidate has worked or been resident overseas in the previous 10 years, such checks and confirmations as may be required in accordance with statutory guidance