



JOSEPH  
CHAMBERLAIN  
SIXTH FORM COLLEGE



# APPLICATION PACK

## ART AND DESIGN TECHNICIAN



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# INTRODUCTION FROM THE PRINCIPAL AND CEO

Dear Colleague,

Thank you for your interest in the position of Art and Design Technician at Joseph Chamberlain Sixth Form College (JCC). We are delighted that you are thinking about joining us.

As you get to know the College a bit more throughout this application process, I am confident that you will see what a special place JCC is: our students are a joy to work with; our staff are wonderful to be around, and our facilities/resources are first class. I am extremely proud to lead such an exceptional place, where we are all united in our aspirations to do our best by each and every student.

Our students come from diverse range of backgrounds, and we embrace the opportunities that come with being located in one of the more deprived areas of the country because this is what makes JCC such a vibrant and exciting place to work. To see our students achieve the phenomenal success that they do, and to watch their development into confident, aspirational young adults, gives us all enormous pleasure. We are really proud of the positive difference we are able to make to their lives.

We are known locally and nationwide as a place of true excellence, where the progress students make places us regularly in the top 10% of the country. We are the highest performing Sixth Form College in the Midlands and, in our most recent Ofsted inspection of 2024, we were awarded their highest grade of 'outstanding' in all categories for the second time in a row. This is, I believe, because our staff are some of the best in the country and are all positive, like-minded individuals, who share a passion for working with young people to transform their lives for the better.

In return for that dedication, I promise you a happy and supportive place to work, where you will be fully recognised for what you do and be provided with all the support, facilities and resources that you need to do the best job that you can. We will nurture your career carefully with fantastic professional development opportunities and look after your wellbeing with a combination of care and additional benefits.

Finally, I would like to say that I really appreciate your investment of time in exploring the College and this position. If you have any questions at all, please do contact us and we will be more than happy to help.

Whatever the outcome, I wish you the very best in the future.



**Tony Day – Principal and CEO**

# ABOUT JOSEPH CHAMBERLAIN COLLEGE

## Background and Context

Joseph Chamberlain College is a hugely popular and highly successful Sixth Form College that was established in 1983 and now offers a wide range of academic courses at all levels to around 2600 school leavers, alongside approximately 800 part-time adult learners on a separate site.

Our curriculum offer is highly inclusive, offering the potential for enormous success to all students, regardless of their starting points and backgrounds. Approximately 80% of our work is with school leavers at Level 3, who study AS/A Levels or Level 3 BTEC Extended Diplomas. In addition, our separate Adult Learning Directorate offers part-time classes in ESOL, maths and vocational studies to the local communities. Our wider curriculum is also rich and varied allowing students to benefit from a great deal of choice in sports, work experience, subject-based co-curricular activity, trips/visits, and various other student-led clubs/societies.

In 2024, students at Joseph Chamberlain College achieved, once again, outstanding exam results, placing us in the top 10% of all schools and colleges nationally for the eleventh consecutive year. In our most recent Ofsted inspection, we were graded as 'outstanding' in all categories for the second time; we are the only College in the West Midlands to achieve this in two consecutive inspections.

We have been featured in the Parliamentary Review twice for best practice in further education, and we have been awarded the Teachers' Development Trust (TDT) Silver award for our comprehensive package of innovative and high-impact professional development. We run award winning work experience programmes and hold the prestigious Matrix Award for careers advice and guidance. As part of a local Teaching Alliance, we support all Early Career Teachers, from both secondary and post-16 backgrounds, to complete their ECT years and achieve either QTS or QTLS.

The College is situated within easy reach of Birmingham city centre in a state-of-the-art building with superbly equipped classrooms and outstanding facilities.



## Our Purpose – What We Are Here To Do

To provide an exceptional educational experience that results in significantly improved futures for all of our students.

## Our Vision

Joseph Chamberlain College will be the first choice for school leavers in Birmingham because it will be recognised for excellence in academic achievement, exceptionally high standards of teaching and its capacity to raise the aspirations and ambitions of all of its staff and students so that they can enjoy rewarding and successful futures.

## Our Core Values

Central to all that we do, are our core values. As a team of staff, students and governors, we believe in:

- **Excellence and Ambition**

At Joseph Chamberlain Sixth Form College, we are dedicated to providing an outstanding learning experience to all students. As a result, we have high ambitions and expectations of everyone and always strive for excellence. We demonstrate a 'can do' attitude and embrace the need for continuous improvement and positive change.

- **Cooperation and Communication**

Here, we believe in working together as a team, for the benefit of the College. Learning from our own and each other's mistakes and successes, we encourage everyone to take responsibility for their actions. We are open and honest with each other, and have built effective professional relations with each other through mutual trust and transparent communication.

- **Equality and Recognition**

Throughout the College, diversity and inclusivity underpin everything we do, and we will always treat everyone with respect and fairness. We value and recognise the contribution to that every individual makes to the lives of students and are loyal to and proud of our College and our students.

## Benefits of Working at JCC

- An extra week of annual leave can be earned each year via our generous 'time off in lieu' (TOIL) policy.
- The College is in an exceptionally secure financial position with high cash reserves, providing security for all employees.
- A detailed staff wellbeing strategy, including a social committee, staff wellbeing days, free breakfasts and wellbeing groups
- Strong established departments, well-equipped with resources and learning materials to share
- Cycle to Work Scheme with secure facilities for those who cycle
- Free access to a state-of-the-art gym and sports facilities
- A high specification laptop for every member of staff
- Membership of rewards schemes e.g. Blue Light Card
- Medical: Access to a health cash plan via BHSF, reimbursed flu vaccinations and eye tests, and access to the Art and Design Technician/Paramedic on site full-time
- Employee Assistance Programme, offering legal, health, counselling and wellbeing advice
- Access to a college car for business use
- A free bus to the city-centre each evening
- Free car park in a brand-new facility with charging for electric vehicles
- Hardworking and well-behaved Sixth Form College Students who are ambitious for their future success
- A supportive and caring leadership team.

# JOB DESCRIPTION

## Job Description: Art and Design Technician

### Accountability

The post holder will be accountable to the Head of Art and Design.

### Line Management

There are no line management responsibilities associated with this role.

### Duties and responsibilities:

In the first instance, the duties and responsibilities are listed below. Going forward, as the needs of the College change, the duties and responsibilities within this role may also be subject to further change.

### Job details:

- Develop and prepare Design Technology practical work that aligns with teaching objectives and supports student learning.
- Collaborate with teaching staff to identify technical requirements related to the curriculum, while ensuring the health, welfare, and safety of both staff and students in accordance with health and safety legislation.
- Cleaning and maintaining specialist studios and specialist equipment, particularly in Ceramics, Textiles, Photography, Print and 3D workshops.
- Preparation of specialist materials.
- Supporting students' practical work by monitoring health and safety in open studio for resource-based study.
- Manage and organise resources in the technology areas, ensuring materials and equipment are readily available for daily use and long-term projects.
- Carry out routine maintenance of tools and equipment, ensuring they are in proper working condition.
- Processing and preparation of clay, glass, wood, light metals and other 3D materials.
- Packing and firing ceramics kilns.
- Organising storage of materials/ storing bulk deliveries.
- Creating/ maintaining visual displays/ mounting artwork and artifacts.
- Support practical preparation for Arts exhibitions, performances and events.
- Maintain stock levels and initiate the ordering of materials and components as necessary.
- Monitoring the safe and correct use of consumable materials.
- Preparing materials for classes as directed by teaching staff.
- Provide technical advice and assistance to both staff and students, fostering a conducive learning environment.
- Participate in staff training to develop appropriate skills and knowledge.
- Attend Curriculum/ Course Team and staff meetings as appropriate.
- Support Course Leaders in the practical development of Art resources.
- Such other duties as may reasonably be required from time to time.

# PERSON SPECIFICATION

<b>Methods of Assessment:</b>  Application Form (A), Interview (I), References (R), Certificates (C), Tasks (T)	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment *</b>				
			<b>A</b>	<b>I</b>	<b>R</b>	<b>C</b>	<b>T</b>
<b>Education, Qualifications and Training</b>							
Educated to a minimum of level 3 (A level/ equivalent) or have at least 2 years relevant experience.	✓		✓			✓	
Relevant degree		✓	✓			✓	
Evidence of appropriate health and safety training or willingness to undertake training	✓		✓	✓		✓	
Ongoing professional development in creative or technical skills		✓	✓	✓			
<b>Experiences and Knowledge</b>							
Experience working in an art, design, or workshop environment (education setting preferred)	✓		✓	✓			✓
Experience supporting students or staff in a learning environment		✓	✓	✓	✓	✓	
Awareness of safe working practices when supporting students		✓	✓	✓	✓	✓	
Awareness of safe storage, preparation, and disposal of materials		✓	✓				
Knowledge of digital design software (e.g. Adobe Photoshop, Illustrator, InDesign)	✓		✓	✓			
<b>Skills and Qualities</b>							
Good practical and organisational skills, with the ability to prepare resources and equipment efficiently	✓		✓	✓	✓		
Ability to communicate clearly and effectively with students and staff	✓		✓	✓	✓		
Supportive and approachable manner when assisting learners	✓		✓	✓	✓		
Ability to work independently and as part of a team	✓		✓	✓	✓		
Have a positive attitude to working in, and supporting a multi-cultural environment	✓		✓	✓			
Demonstrate a commitment to promoting and safeguarding the welfare of children and vulnerable adults in line with College Policy	✓		✓	✓			

## Methods of Assessment:

Application Form (A), Interview (I), References (R), Certificates (C), Tasks (T)

# FURTHER PARTICULARS

## Post Title: Art and Design Technician

### Salary

The salary for this post is on the Colleges' Support staff pay points 6- 8, which is currently £25,558 – 26,243 per annum, FTE depending on experience, (this will be adjusted for term time, plus additional 5 days). Salaries are paid monthly in 12 equal instalments by bank credit on the 25<sup>th</sup> of each month.

### Working Week

Hours of work will be 36.5 hours per week over 5 days, during term time, plus an additional 5 days. You will very occasionally be required to work outside normal hours, and this will be agreed by negotiation.

### Start Date

April 2026 or earlier if possible.

### Holiday Entitlement

This post is not eligible for annual leave to be taken during the term. All holiday is taken during the College holidays.

You will work and be paid for 40 weeks, with a proportion of 4.4 weeks annual leave plus 2.6 weeks bank and public holidays, to reflect part-year working.

Please be aware that our term dates fall in line with Birmingham City Council term dates, with the exception of the summer term, which ends during the second week of July. The autumn term begins on GCSE examination results day.

### Superannuation

The successful candidate will be eligible to join the Local Government Pension Scheme and you will automatically become a member unless you opt not to join.

# HOW TO APPLY

- To apply, please visit our vacancy page online <https://www.jcc.ac.uk/about-jcc/jobs/>. You will be taken to our recruitment portal, My New Term, where you will need to follow and complete the application details.
- If you are applying for a teaching or curriculum-based role, and you are shortlisted, we will request that you complete an examination results form, which we will send with the interview information pack (applicants who are still completing their PGCE course will need not complete this).
- If you have any queries regarding this role or require support with your application, please contact the HR team:

Email: [HR@jcc.ac.uk](mailto:HR@jcc.ac.uk)

Telephone: 0121 446 2255

## Deadline

The deadline for the post(s) is **Friday 6<sup>th</sup> March 2026 (to arrive no later than 12 noon)**.

## Shortlisting

Unfortunately, we will be unable to notify candidates who are not on the shortlist. Therefore, if you have not heard from us within 4 weeks of the closing date, then please assume your application has been unsuccessful on this occasion.

## Equal Opportunities Policy

Joseph Chamberlain College is committed to equality of opportunity in recruitment and selection. Every care has been taken in the drawing up of this job description and person specification to ensure that the requirements of the post are not discriminatory on any grounds and particularly in relation to any protected characteristics, as defined by the Equality Act 2010. Similar care will be taken during the short-listing and interviewing stages.

If candidates are dissatisfied about any part of the process, they should write in the first instance to the Principal of the College setting out the nature of their complaint.

## Guide to the General Data Protection Regulation (GDPR - 2018)

Under the General Data Protection Regulation (2018), the College needs to have your consent to collect and process information about you for the proper administration of the selection process and the employment relationship should you be appointed. Please accordingly make sure you sign the declarations at the end of the application form. After an appointment has been made, all the papers of unsuccessful candidates are kept for a period of six months and are then destroyed. For further information about how the College processes personal data please visit our website.

## Candidates with a Disability

The College is a Disability Symbol User. If candidates with a disability need any special arrangements for interview, they should enclose a letter giving details of these, marked for the attention of the HR Manager.

## **Rehabilitation of Offenders Act 1974**

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check. **It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

In accordance with the Rehabilitation of Offenders Act (ROA) 1974 and the Exceptions Order 1975 (amended 2013 and 2020), employees with access to children and young people under the age of 18 are not allowed to withhold information regarding criminal convictions no matter when they occurred. This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

[https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

## **Disclosure and Barring Service Check**

The college is committed to safeguarding and promoting the welfare of its students. We will carry out checks on all those who are offered employment with us.

As positions at the College are exempt under the Rehabilitation of Offenders Act 1974, and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

The successful candidate will be required to provide relevant evidence to enable a DBS check to be undertaken prior to commencement of employment. The College follows the Code of Practice laid down by the DBS (available from the DBS website). Further details will be given upon appointment.

In the future, you may also be asked to subscribe to the DBS Update Service and to maintain that subscription on an annual basis. There will be a small annual cost to the individual. The College will undertake 'status checks' on DBS Disclosures to assess that the information on the original certificate remains current; membership of the Update Service is therefore mandatory to enable status checks to be completed.

Any offer of employment will be conditional upon DBS clearance and a satisfactory outcome to other safeguarding checks as deemed to be appropriate by the College.

## **The Selection Process**

As part of our due diligence on all short-listed candidates, an online search will be carried out prior to interview. Short-listing of candidates for interview will be undertaken by the line manager and a member of the senior management team. The selection process is likely to involve a short lesson observation, an interview and a written task. At the end of the interview you will be given the opportunity to add anything further in support of your application or ask any questions. The panel will make its decision based on the evidence presented throughout the process and will contact all candidates with an outcome as soon as possible afterwards,