



Job Application Pack

D&T and Art Technician

NJC Scale 3 (£17,681 - £18,672) pro rata per annum

37 hours per week TTO, Permanent

Closing Date: 2nd April 2019



Letter from the Head of School

Welcome.

Thank you for expressing an interest in a vacancy here. On behalf of everyone at Newark Academy, I extend you a very warm welcome.

I am enormously proud to be the Head of a vibrant, dynamic and values driven community school where 'working hard' and 'being kind' permeate every aspect of Academy life.

We are committed to providing stimulating, challenging and engaging learning experiences for our students and invest heavily in professional development to ensure that every member of staff can be the very best they can be.

We are a community school and work in partnership with students, parents and carers to secure strong academic achievement but we are equally passionate about the personal and social development of students outside the classroom and we encourage our students to take an active part in a range of enriching experiences that compliment academic studies as well as opportunities to develop as life long learners.

With a refreshed vision, brand new school building and a dedicated and committed staff team, the future is extremely bright for Newark Academy. We are in fact oversubscribed for the first time in the history of our Academy which is a clear sign that our community see us as the local school of choice and trust us with the care, guidance and education of their children. Every single member of our Academy team makes a significant contribution to the experience of our students and we are hugely privileged to work within such a warm, caring and compassionate environment where people come first.

If you are encouraged to apply for this position, you will join our school at a very exciting stage of its development as we are about to enter a period of significant recruitment due to the rapid expansion of our transformed Academy.

I do hope that this information encourages you to apply to join a talented team of professionally autonomous colleagues, committed to success and I look forward to receiving your application.

Andy Seymour
Headteacher



Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to Newark Academy and the tremendous opportunities this school offers the young people of Newark.

We aim to be a 'great' school with recognition both nationally and internationally for the standard of education that we secure.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Newark Academy, and we look forward to receiving your application.

John Tomasevic
CEO Nova Education Trust



Application Details

Thank you for your interest in the D&T and Art Technician vacancy at the Newark Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete an online application form which includes a covering letter addressed to Mr Seymour, which clearly demonstrates your suitability for this role.

Application forms

These can be accessed from the school website www.newarkacademy.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives 9.00 am on the closing date of Tuesday 02 April 2019.

Interview

Interview date to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Newark Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description – D&T and Art Technician

Reports to: Head of Department

Key purpose of the job

To assist curriculum leaders and teachers to deliver successful practical lessons.

Key responsibilities

- To prepare equipment and materials, including handouts, required for demonstrations and for practical work and dismantling and storage after use.
- To assist students and teaching staff with classroom practicals and demonstrations.
- To repair and maintain machinery and hand tools and reporting equipment for repair if outside the capabilities of the Technician.
- To construct and/or modify simple teaching aids.
- To inspect, maintain and ensure the correct use of safety equipment and attend health and safety meetings.
- To operate departmental documentation systems (cataloguing, filing, worksheets, etc.)
- To make petty cash purchases.
- To maintain a good stock of necessary materials including operating and administering stock control, ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, etc.
- To be responsible to the Faculty Leader for the maintenance and upkeep of the Technology areas and advising on any improvements which can be made in this respect.

General

- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.

Health & Safety

- Comply with all statutory requirements in relation to Health & Safety and be aware of the schools Health & Safety Policy.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- To support the department head with ensuring that all COSHH, ACOP, HACCP, risk management, health and safety policies and procedures and other relevant legislation are met.



Person Specification: Design & Technology and Art Technician

| Factor | Essential | Desirable |
|--------------------|--|--|
| Qualifications | <ul style="list-style-type: none"> GCSE Grade C or above in Maths and English or equivalent | <ul style="list-style-type: none"> NVQ Level 3 or equivalent experience in Technology or Design Knowledge of CLEAPS guidelines |
| Knowledge & Skills | <ul style="list-style-type: none"> Effective time management skills Ability to prioritise workload and work towards deadlines Adaptable approach to work and confidence to respond and deal with unanticipated problems Ability to work effectively as part of a team and a willingness to support others Capability to work independently and use own initiative as and when required High level of attention to detail | |
| Experience | | <ul style="list-style-type: none"> Experience of working as a technician in an academy |
| Personal Qualities | <ul style="list-style-type: none"> Ability to demonstrate enthusiasm and sensitivity while working with others Creativity, flexibility and innovation Reliability under pressure Ability to work as part of a team and establish good working relationships with teaching staff and pupils A commitment to safeguarding and promoting the welfare of young people Outstanding communication skills Approachable | |



Overview of the Trust

The Nova Education Trust is a dynamic and growing Multi Academy Trust Group based in the East Midlands. Our Trust Group is committed to providing high quality education to all of our students, regardless of their backgrounds.

With a range of schools in the trust serving a variety of different communities, opportunities for career progression and wider professional experiences are extensive. We have outstanding CPD provision across our schools, supported by our Teaching School Alliance, which links 23 schools together, sharing effective practice and developing new models for staff development. We also have a unique programme designed to provide middle and senior leaders with all the skills required to develop their careers.

As an employer we offer an enhanced benefit package to all staff that includes help with healthcare and a fully-funded MA programme for all teaching staff. We can also offer help with relocation in certain circumstances. The Trust also has a policy of wider engagement for main-scale, middle and senior staff. In recent years, employees have visited schools in America, Canada, Finland, Singapore and South Africa as part of their professional development.

Overview of the School

Ethos

Newark Academy has a very clear ethos focused on the achievement and well being of our students. We believe that a school should be at the very heart of the community and place great value on collaboration, partnership and service alongside a range of core values that compliment academic success.

We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing them with the motivation and support necessary to achieve their full potential.

To Summarise

- We have high expectations of students and staff;
- We believe every student can succeed;
- We ensure barriers to learning are challenged and overcome;
- We expect teaching to be well planned, varied and stimulating;
- We expect learning to be active, focused, social and engaging; and



- We insist on high standards of behaviour at all times.

Achievement

At Newark Academy we believe that examination success allows our students to make the very most of their lives and student achievement is at the very heart of everything we do.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide students with the very best educational experiences possible.

Should a student require additional support, Newark Academy provides a range of support services that will ensure every student's success, whatever their individual educational needs.

Pastoral

At Newark Academy we pride ourselves on the quality of care, guidance and support given to individual pupils. At the core of this provision is a year system led by a Head of Year and supported by the Pastoral Leaders, Tutors and Learning Support teams.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Tutors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as the first point of contact between school and home. There are regular updates of pupils' progress through termly reports, online data and twice yearly Achievement events

Newark Academy is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.

Curriculum

Our curriculum follows National Curriculum guidelines and aims to provide a broad and balanced learning experience for all.

At Key Stage 3 our two-year programme covers all the National Curriculum subjects. Students are taught in ability groups in the majority of subjects.

During our three year Key Stage 4 programme all students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign language and a humanities subject such as Geography or History.



A wide range of option subjects including visual and performing arts, technology, sports and computing courses supplement the core curriculum. We expect all our students to achieve their full potential in all their chosen qualifications and work hard to support them to do so.

Extra-Curricular

Extra-curricular opportunities are an essential part of providing a balanced and exciting range of experiences in school. At Newark Academy our after-school 'enrichment' programme provides students with an impressive range of courses and sessions across the week.

Opportunities include Photography club, Science, Journalism, Canoeing, Debating, and a comprehensive range of sporting activities including football, Cricket, Netball, Rugby, Basketball, Tennis and Athletics are also available. Newark Academy students regularly compete at county level and our sports teams have a strong tradition of success.

The Performing Arts also take a leading role in school life with regular Drama productions allowing all students to fully explore their creativity. In 2018 our students performed *Sister Act* to a packed audience in our Lecture Theatre alongside a range of other productions including Christmas Carols and our annual Halloween community event 'Spooktacular'

In addition, there are regular opportunities to travel including a netball and football trip to Disney Land Paris.

Student Voice

Student voice is active within the school with each year group choosing student representatives that meet through our student council.

There are additional opportunities for students to be leaders through our Prefect system which encourages students to apply for both junior and senior prefect roles.

Students are involved in all aspects of school life and contribute to the interview process for new staff and assist at school open evenings and events. They have also delivered feedback to staff on aspects of teaching and learning, such as marking.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.