

September 2024

Dear Colleague

Thank you for your interest in joining us at Myton School.

I am delighted that you have requested further information about this vacancy and hope that you will be sufficiently inspired to submit an application.

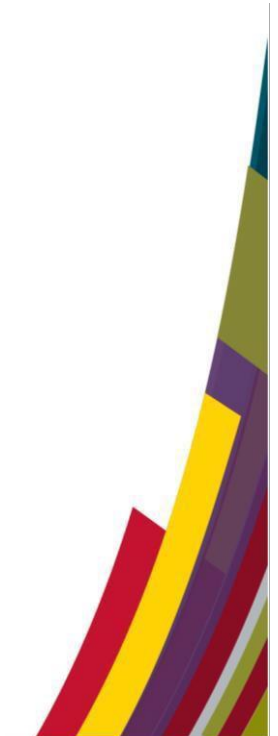
We warmly welcome informal enquiries to the Head of Department, or via our HR Team. Our Deputy Heads, Liz Curtis and Neil Phipps, would also be very happy to talk to you about the culture and ethos at Myton and our plans and aspirations for the future.

We are immensely proud of our school and our place in the local community and can assure you of a warm welcome if you do come to join our staff in the near future.

Yours sincerely



Andy Perry
Head Teacher



INFORMATION FOR APPLICANTS

Art Technician

Closing date: 9.00am, Monday 30 September 2024

The following guidance is to help you to provide the necessary information we need to give your application appropriate consideration and also give you an insight into how your application will be handled.

Covering Letter

Please attach a covering letter to explain the reason for your application and outlining your suitability for the role. This will assist those who are short-listing the applications and enable them to assess quite quickly how closely your application meets the criteria for the post (i.e. the person specification).

Application Form

A Myton School Application Form must be completed for you to be considered for the role. Please complete the online application form which you can access from [Vacancies at Myton - Myton School](#). Alternatively, you can request an application in Word format, or paper copy by emailing vacancies@myton.co.uk and making this request. You can include a CV as additional information if you wish. If you need to include more information on any section, please attach a continuation sheet to your application form.

Please note that, if your application for employment is unsuccessful, Myton School will hold your data for 6 months after the end of the relevant recruitment process. For further information on this, please refer to our [Privacy Notice - Myton School](#)

Employment History

Please provide a FULL history of your current and previous employment and record any gaps in employment with details of your activities during these periods.

Returning Your Application

Completed applications and any supporting information should be received by the advertised closing date. NB: This is usually by 9.00am unless stated otherwise.

Online applications via the school website (www.mytonschool.co.uk) are preferred and should be submitted by the closing date.

- **E-mailed applications** should be sent to vacancies@myton.co.uk
- **Postal applications** please address as **“Job Application for the post of ...”** to identify it more easily from the general post. *Please ensure correct postage (e.g. Large Letter) is used as Royal Mail will withhold all insufficiently stamped mail until a fee is paid by the school which could mean missing the closing date.*

References

Please contact your referees in advance and give them permission to provide a reference to us should we need to do so to abide by current Data Protection regulations.

Please provide details of two appropriate referees including your most recent employer and, if applicable, a reference from any previous educational employment you have had. We do not normally accept references from relatives, friends, work colleagues etc. or open references i.e. not written in relation to the specific post for which you are applying.

If your application is short-listed, references will be taken up before interview. This is to enable the panel to be aware of any information they may need to discuss with you at interview. If you don't want your referees to be contacted before interview, if your application is short-listed, please indicate this clearly on the application form.

Criminal Record Declaration

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions, bind-overs, and warnings, including those otherwise regarded as “spent”, must be declared. However, certain convictions and cautions are considered ‘protected’ meaning they 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>.

Should you have any record to declare, please provide details on the Declaration form and bring this with you if you are invited to interview in an envelope marked *Confidential FAO HR Manager*.

Short-listing

Short-listing normally takes place immediately after the closing date. The information you provide on the application form will be scrutinised and assessed against the criteria in the person specification, and the stated job requirements. This process will be carried out by more than one person to ensure objectivity. An online search of all shortlisted candidates will be performed prior to interview.

Contacting You

We do endeavour to contact all applicants regarding the outcome of their application as a matter of courtesy. You should expect to receive a communication from us within two weeks of the closing date, although on occasions it may take longer than this (for example, if we need to involve a number of people in the short-listing process or over school holiday periods).

Attending Interview

If you are invited for interview, you will be asked to bring certain documents with you including proof of identity (preferably photo-ID), a DBS Disclosure if you have one and any relevant qualifications. We may also conduct remote interviews via a video link where appropriate.

Enquiries

If you have any queries regarding your application or the information sent to you, or to confirm that your application has been received, please contact vacancies@myton.co.uk or 01926 493805 ext 225. Please use email only during school holiday periods.

Thank you for your interest, we look forward to receiving your application by the closing date.

Lisa Taylor
HR
Manager

Departmental Information

Art and Photography Department

At Myton, we are striving for an Art Department where both students and staff can enjoy teaching and learning. Our students should feel confident to express themselves and who they are, without fear of judgement. We aspire to creating artists rather than simply students studying art. We want a department whereby all students are given opportunities to reach or exceed their target grades. Art and the department should work as a valve for releasing the pressures that some students experience elsewhere in their lives; to consider self-expression and the effect this has on well-being and mental health. We want students to be passionate about Art and its ability to communicate, appreciating the work of other artists and how this work can help them reach their own personal goals. We want clear progression from KS3 to KS5 with regard to both the students' artistic development and their acquisition of skills. In projects there must be freedom, particularly at KS4 and KS5, to explore themes and ideas that are relevant to the individual students and to society as a whole. All students must be confident in a range of media from 2D to 3D, and be given opportunities to explore, exploit and understand both the potential and limitations of a variety of media in order to realise their intentions (realise ambitious ideas). We want the hard work of students and staff to be appreciated and acknowledged through marking, feedback and the celebration of quality work.

The role of the art staff is critical: we must give freedom to students. Risk-taking is an essential part of all the work that we do in all years that we teach.

Facilities and Resources

You would be joining the department at a very exciting time. In September we moved into our purpose built modular building; a wonderful large new space. The building has three art classrooms, two photography classrooms, a dark room, a kiln/ glazing room, a sixth form studio containing a printing press along with screen print facilities and a variety of storage spaces. All the classrooms contain computers equipped with Adobe Photo shop. We are a well-resourced department and our budget reflects the value that the school places on Art and Photography.

Our Achievements

We are an experienced team of five teachers who are well established at Myton. Both Art and Photography are very popular option subjects with five groups in Year 11 and three groups in Year 13. We are incredibly successful departments with outstanding GCSE and A level results. This year 48% of our GCSE students achieved grade 9-7, whilst at A Level, 40% achieved A*-A grades with 100% A*-C. We are the highest performing department in the school with an excellent value added score and we are one of the best performing art departments in Warwickshire. Extra-curricular art is thriving at Myton and we offer regular after school and lunch time art clubs to support our students. We understand the importance that trips have on artistic development and last year we visited the Ikon Gallery in Birmingham, Compton Verney where we did life drawing on two occasions and London's Tate and National Portrait gallery.

The Curriculum

KEY STAGE 3

Our schemes of learning at KS3 are wide and varied, building on key artistic skills such as line and mark making, tone, colour and ceramics. Projects are always linked to a range of styles and genres of art some of which include Kandinsky, Frida Khalo, Fauvism and Gothic gargoyles. We embed opportunities for independence and self-expression in all our projects at KS3.

KEY STAGE 4

At Key Stage 4, Art and Photography are very popular option choices. We follow the OCR syllabus which gives the students an opportunity to demonstrate their understanding of the four assessment objectives: Develop, Refine, Record and Present. We challenge our students and constantly ask them to develop their own ideas based on flexible starting themes. Students embrace this freedom and are not afraid to make personal and mature responses to the stimuli.

POST 16

At Key Stage 5 we also follow the OCR syllabus. As with GCSE, students continue to address the four assessment objectives and devise their own starting themes to communicate personal ideas. We encourage our students to experiment with new ways of working and to take more risks than they might have done at GCSE. Embedded in all work are critical and contextual elements whereby students explore a variety of artists personal to them from a range of genres. We expect our students to be curious about other artists and to have a genuine love of art and the creative process.

Why Join Us?

The successful candidate will be joining a high performing, thriving, committed, hardworking department in a school with a very friendly, supportive and positive staff team. We need an art technician that can work alongside us and our students, can work with independence and understands the value that art plays in the development of our young people.

Person Specification

Art Technician

Knowledge and Experience

	Essential	Desirable	How Assessed *
• A recognised professional qualification and/or graduate calibre and proven experience in this field of work	E		A
• First degree (or equivalent qualification), preferably in Visual Arts		D	A
• Prior experience of working in a similar role		D	A/I
• Proficient in photography and digital manipulation, with a good knowledge of Adobe Photoshop	E		A/I
• Experience of ceramics (glazing and kiln use)		D	
• Knowledge and/or experience of educational organisations		D	A/I
• Appropriate level of data protection and confidentiality awareness	E		A/I

Skills and Abilities

• Excellent organisational, presentation and communication skills	E		A/I
• Ability to work under pressure in a busy environment	E		A/I
• Well organised and capable of working on own initiative	E		A/I
• Monitoring and prioritising work in an effective and efficient manner	E		A/I
• Energetic and positive attitude with good practical skills	E		A/I
• Enthusiasm for working as a team and embracing the ethos of the school	E		I
• Good common sense and a willingness to learn	E		I
• A competent user of ICT & Microsoft Office (Word, Excel and Outlook)	E		A/I
• Contribute to the development of our successful department	E		I
• Ability to form good working relationships with colleagues, young people and stakeholders.	E		I

Personal Attributes

• Suitable to work with children and safeguard their welfare	E		A/I
• Well motivated, approachable, enthusiastic, sympathetic understanding of the needs of students	E		A/I
• Willingness to demonstrate flexibility in the role	E		A/I
• Confident, resilient with a “can-do” attitude	E		A/I
• Demonstrate professionalism, loyalty and integrity	E		A/I
• Positive towards personal development and willing to undertake appropriate training	E		A/I

Post Title: Art Technician
Reporting to: Head of Department

1. Job Summary / scope / purpose

- To support the Head of Art and take an active role as a member of the Art Department.

2. Key Responsibilities

- Maintenance, storage and preparation of resources for the successful delivery of lessons, workshops, tutorials, demonstrations undertaken by the Art Department;
- Give support and guidance to the Head of Art, and teachers, on resources required and their associated budget implications;
- Assist in the preparation of the Art Department budget bids;
- Sourcing, costing and ordering of equipment and materials to maintain stock levels;
- Checking deliveries of materials ordered in consultation with the Head of Art;
- Ensuring all teaching resources are in good working order and are safe to use;
- Assist teachers with preparation of resources for lesson delivery on a daily basis;
- Support staff and pupils in the creation of practical work;
- Consult with staff and students on practical process and material limitations;
- Involvement in support of making ambitious art pieces at both GCSE and A Level;
- Assist in lessons as required during practical sessions;
- Cutting, shaping and preparing resistant material resources (e.g. class sets of lino blocks, wood, canvas, etc.);
- Carry out annual risk assessments on Art Department rooms and studios in conjunction with the Head of Art;
- The safe treatment and disposal of used materials including hazardous substances;
- To ensure and promote the maintenance of a healthy and safe working environment through contributing to the assessment and monitoring of Health and Safety procedures;
- Keep up to date with the current procedures and practices through CPD;
- Displaying work around the school, helping with displays for Open Days, external exhibitions and with examination exhibitions;
- Assist the Head of Art, and teachers, with the displays in the classrooms within the Department;
- Assist in the organisation and planning (including internal administration) of trips;
- Be responsible for the school's photographic equipment;
- Taking and storing photographs of students work on the school network as required plus documenting all GCSE and A Level work;
- Be responsible for the schools printing press;
- To help with the organisation of materials for cover lessons in the event of teacher absence.

As a member of the Art Department, you will also be responsible for:

- Photocopying;
- Cutting and preparing paper and preparing resources (filling paints and glue) for all areas of the Department;
- Labelling students work, displays and resources using ICT or as required.

3. Responsibility for Staff

- None.

4. Level of Supervision

- The post holder will report to the Head of Department.

5. Summary of main terms and conditions

The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment for Support Staff.

Grade	<ul style="list-style-type: none"> Grade B (scale points 5 to 7) on the NJC pay spine for Support Staff
Salary range	<ul style="list-style-type: none"> £23,500 - £24,294 per annum (pro-rata for part-time)
Starting salary	<ul style="list-style-type: none"> The actual salary range, based on the hours per week, the working weeks per annum including a pro-rata holiday entitlement per annum, is £11,151 to £11,528. The starting salary will normally be at the minimum of the salary scale unless incremental points are awarded for previous skills and experience. Thereafter, progression will be by annual increments, subject to satisfactory performance.
Hours	<ul style="list-style-type: none"> The appointment is for 20 hours a week over 5 days per week. Hours of work (start and finish times) will be as agreed with the line manager. Due to the nature of the role some flexibility in working hours may be required.
Working Weeks	<ul style="list-style-type: none"> Term-time (38 weeks a year) plus five Staff Training days a year (39 weeks). Total of 39 working weeks a year.
Probationary period	New appointments are subject to successful completion of a six month probationary period (or 1½ terms).
Supervision of students (Duties)	As part of your responsibilities you may be included on the supervision rota for lunchtime supervision and break-time duty as part of your contractual working hours.
Notice period	A minimum of 1 month in writing to end at the end of a calendar month (i.e. at least 1 complete calendar month).

- The job description outlines in general terms the main responsibilities of the role, which the post-holder will be expected to undertake. It does not list all the tasks and duties of the post-holder or specify the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job/responsibilities described may vary or be amended from time to time without changing the overall level of responsibility associated with the post.
- The Job description may be reviewed and amended from time to time by the School in consultation with the post-holder, to reflect or anticipate changes in the job which are commensurate with the grade and job role

CONDITIONS OF SERVICE FOR SUPPORT STAFF

Summary for Applicants

The terms and conditions of employment are stated in full in the contract of employment. A summary of the main terms and conditions is outlined below. Applicants can request details on any terms and conditions not specified below from the HR Department.

Working Hours

Your normal working week will be as specified in the job description. The standard working week for full-time employees is 37 hours a week. The job description will specify whether your post is for work during term-time only, whether you are required to work during school holidays and Training Days whether you are required to work regular or occasional additional hours or overtime.

Salary and increments

The salary is normally based on an incremental scale. Subject to satisfactory service and at least six months' service in the grade, an increment is payable on 1st April each year until the maximum of the grade is reached subject to satisfactory performance.

For term-time employees, the annual salary is calculated on the number of weeks worked plus statutory annual leave and a pro-rata holiday entitlement for additional holiday above the statutory minimum. This is paid in equal monthly instalments throughout the year or for the duration of the contract.

The salary in the first year of employment will reflect the working weeks remaining in that leave year and therefore may be different to salary paid thereafter. Further details will be outlined in any offer of employment.

Probation Period

This appointment is subject to a 1½ terms or six-month probationary period.

Notice Period

You are required to give one month's notice in writing to terminate your employment.

Annual Leave

23 days' annual leave entitlement plus 12 Bank/Additional Holidays, rising to 26 days after 5 years' service (salary calculations for leave will be on a pro-rata basis for part-time staff, except for the statutory minimum entitlement).

Pre-employment checks

ID Checks: We will need to see original documentation that verifies your name, any change of name, date of birth, current address and photo ID. This will normally always include a birth or adoption certificate and a passport (if the applicant holds a passport).

Criminal Record: All employment within a school requires an Enhanced Disclosure from the Disclosure and Barring Service (previously the Criminal Records Bureau). It is therefore essential that you are willing to complete a Disclosure application if offered the post. The Disclosure will include details of any cautions, reprimands or final warnings, as well as convictions, including otherwise "spent" convictions and other relevant information, such as police enquiries and pending prosecutions. Further information can be found at <https://www.gov.uk/criminal-record-checks-apply-role>.

Eligibility to Work in the UK: Under the Asylum and Immigration Act 1996 it is a criminal offence to employ anyone who is not entitled to live and work in the UK. The successful applicant is therefore required to produce one or more documents as specified in the Home Office list of approved documents as proof of his/her eligibility to work in the UK.

<https://www.gov.uk/government/publications/right-to-work-checklist>

Qualification: The successful candidate will also be asked to produce original certificates for any qualifications they hold which are relevant to the post to which they are appointed.

Health: The successful candidate will be required to complete a confidential medical questionnaire which will be assessed by our Occupational Health provider to ensure that s/he is able to meet the requirements of the role. In some circumstances a medical examination by a registered medical officer may be required.

Pension provisions

If you are over 16 you will automatically join the Local Government Pension Scheme (LGPS) unless your employment is on a casual basis. If you have made, or wish to make, alternative pension arrangements (e.g. the State Earnings Related Pension Scheme or a personal pension from an independent provider) you must apply to 'opt out' of the Local Government Scheme.

Continuous service

Myton School is an Academy Trust and therefore an employee's continuous service starts from the date s/he joins Myton School. The exception would be in the event of a redundancy where the academy recognises the effect of the redundancy payments (continuity of employment in local government, etc.) (modification) order 1999.

SUPPORT PROGRAMME FOR NEW STAFF

Staff Welfare

Promoting staff wellbeing is considered highly important at Myton; the school has a very proactive Wellbeing group that is involved in ensuring the welfare of staff through activities such as Well Being events, providing “breads and spreads” in the Staff Room, offering Flu- vaccinations on site and liaising with the senior leadership team on matters such as the school calendar to ensure workload is managed.

There is also a team of trained staff listeners, who can be available at a mutually convenient time, to have non-judgmental and supportive conversations on a one to one basis to support colleagues.

We also subscribe to Westfield Health, providing staff with free information, support and advice, including telephone or face to face counselling.

Mentors and Buddies

All new staff will be ‘buddied’ with a friendly face in school. This person will be a carefully selected volunteer who will have your interests at heart. They will be a point of contact within your department or area in school and will be able to take you through some of the school systems and procedures on a one-to-one basis. They will also ensure that you are able to access the right training and people to ensure your induction is completed.

Early Career Teachers (ECTs)

You will have access to professional dedicated support throughout your first two years of teaching through the ECF. The school and our approving body (Warwickshire LA) have drawn up a detailed policy outlining your entitlement and have ensured that procedures exist at all levels to provide appropriate and effective support where and when needed.

ECTs will have an ECT Mentor to guide them through the programme of professional development through the two years and department buddies and subject specialists will provide subject support in their areas of specialism. Our Induction Tutor will also work closely with your Subject Mentor to ensure you are receiving the support you require.

They will discuss your training needs with you regularly with dedicated weekly support with regular drop- in/surgery slots for discussion and support with aspects of teaching and learning, for example marking and feedback. Additional peer support sessions in school will aim to provide additional guidance/support to complete your weekly training activities as part of the ECF as you progress through the ECT programme. You will receive regular feedback through observations of your classroom teaching and learning walks to facilitate development of your pedagogy and professional practices, both through department and mentor guidance. As part of the assessment process, required by the Warwickshire LA, a statutory online report to the Local Authority is managed by the work of the Induction Tutor at the end of each term.

Training, support and assessment

Your Induction training will include the important basics including Safeguarding and Child Protection, Health and Safety, Data Protection and if appropriate, relevant software. In addition, there is a comprehensive annual programme of Twilight training sessions and all staff are invited to participate in any whole school training activities that they feel are appropriate to their needs.

All staff participate in an annual review process which provides an opportunity for an in-depth discussion with the line manager to agree work objectives and areas for future support as well as appropriate training and development.

The school is committed to providing the best possible professional support for **all newly appointed colleagues** Including regular monitoring, feedback and support.