



Lewes Old Grammar School

Visual Arts Technician

Job Description

Responsible and accountable to:	Head of Visual Arts
Day to day direction from:	DT and Art Teachers
Working Hours:	8:00am to 5:00pm (Flexible) Term time plus three weeks during holiday periods
Salary:	£21,500 Depending on Experience
Pension:	Contributory Pension Scheme

Introduction

We require for September 2018 a well-qualified and enthusiastic DT and Art Technician to join our popular Visual Arts Department.

Background

Lewes Old Grammar School is an independent co-educational day school located in the historic county town of Lewes, educating children from 4 to 18 years old. The School encompasses traditional values combined with a forward approach to the education of young people, and it is proud of the family ethos and community it engenders.

First established in 1512, Lewes Old Grammar School combines high educational standards and small classes in a caring, well-mannered environment together with economic fee levels. There is an extensive program of extra-curricular activities running on Friday afternoons for Year 7-9 and many opportunities for students to take part in music and drama activities.

Morley House caters for children from four years old until the age of ten, and is located in an independent building in a pleasant residential area of Lewes.

The Senior School occupies four architecturally historic buildings in the High Street of the ancient town of Lewes. Here we educate children from the age of 11, (Year 7), until 18 years of age, (Sixth Form), and always feature well in the Sussex GCSE and A Level league tables.

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Visual Arts Department

The Visual Arts Department at Lewes Old Grammar is an exciting place to be. Pupils are encouraged, with expert guidance, to express themselves creatively within a visually provocative environment. The Art and DT Rooms are a hive of activity; two infinitely stimulating and explorative spaces. Its highly creative atmosphere makes for dynamic, vibrant and original work. Every pupil's artistic skills and vision are individual, and our small class sizes allow for close personal direction to support pupils in realizing their full potential.

Pupils at Lewes Old Grammar produce a diverse range of work using a variety of techniques and skills. Our expectations go beyond the National Curriculum. We use Edexcel for GCSE and A Level. These courses are explored thematically.

Role:

To provide technical support to the School's DT and Art teaching staff in the delivery of class work and teacher demonstrations. The technician role will support the Drama Department during its annual productions through helping with the set and organisation of props and costume as directed by the Performing Arts team.

Duties:

- Prepare materials and ingredients as required by the subject teacher prior to lessons.
- Ensure hand tools are kept in optimum condition and stored correctly.
- Organise extra equipment for lessons.

- Regularly maintain the DT and Art equipment and tools in the workshop and classroom areas.
- Empty and clean the dust extraction filters as required by the manufacturer.
- Keep all classrooms organised and free from hazards.
- To assist Technology staff in developing appropriate resources for teaching and learning.
- Organise materials, ingredients and tools in the Department.
- To provide support for the teacher during practical lessons.
- Comply with all Health & safety requirements and follow the relevant risk assessments.
- To assist teaching staff in promoting and raising the profile of D&T within and outside School.
- Work as part of a team within the Design and Technology Department assisting each other as and when required.
- To undertake such other tasks relevant to the work of the Design Technology Department or the needs of the school as they may arise.
- Support the Performing Arts team during the preparation of whole school performances.

Personal specification/skills:

- Practical hands on experience of DT and Art.
- An appreciation of safety requirements and safety equipment.
- IT/computer literate. Use of Word, Excel etc.
- Practical DIY skills in woodwork or similar to assemble models etc.
- Ability to work independently with a proactive attitude.
- Good organisational skills are essential to ensure that everything is delivered to the right classroom on time.
- Excellent organisational and communication skills

Additional desirable skills (but not essential):

- PAT testing.

- Electronics, how to construct or repair a simple electronics circuit e.g. a power supply using a transformer, diodes and capacitor.
- Knowledge of DT, Art and Drama

If you feel that you have the qualities we are looking for, we would be delighted to hear from you.

Further Details

The Application Forms will be available from the HR Manager and on the TES website.

Applications must be made using the school's Application Form, Equal Opportunities Form along with a covering letter of application, including full contact details of two referees. C.Vs will not be accepted without a completed application form.

Any queries regarding the application process should be directed to the HR Manager, hr@logs.uk.com.

Please send completed application forms to the HR Manager.

Lewes Old Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and sign a self-disclosure form.

Interviews

Candidates will be invited to attend an interview at the School and to meet the Headmaster, the Head of Visual Arts as well as the department.

The closing date for applications is **29th June 2018**

Interviews will be held w/c **2nd July 2018**