



Creative Arts Technician

Scale 3 (£21,575 - £21,968 pro rata)

£18,942 - £19,287 (actual)

37 hours per week, term time only plus 10 days

Required to start as soon as possible
Recruitment Information Pack

Immanuel College
Leeds Road
Idle, Bradford
BD10 9AQ

Contents

Welcome	3
Creative Arts Faculty	4
Our Goals and Values	5
About BDAT	6
Application Process	7
Job Description	8
Person Specification	10

Dear applicant,

Thank you for taking an interest in joining our incredible team here at Immanuel College. This is an exciting time to join us as we continue to grow and make progress on our journey towards being an outstanding provider of education in West Yorkshire and beyond.

We are a thriving and successful 11-18 Church of England school, a member of the Bradford Diocesan Academies Trust since 2016, serving the communities on the northern border between Leeds and Bradford.

Our Christian ethos, built upon foundations of perseverance, character and hope, is very important to us as it means that our students will develop in a caring environment. Immanuel means 'God with us' and sums up what we believe. Our last faith inspection confirmed we are an Outstanding church school that is outstanding at meeting the needs of all students. Joining Bradford Diocesan Academy Trust in 2016 has offered us a wide range of opportunities for colleagues to work with, and to support, colleagues across the entire Trust.

In 2019, Ofsted judged us a 'Good' school, which has *'established strong and determined middle and senior leadership teams, who are ambitious for the school's future and have the capacity to effect the rapid changes and actions the school needs to improve towards becoming outstanding.'* Our students make excellent progress and our GCSE and A Level results are good, with outstanding results in many subjects. We have a thriving and inclusive Post 16 provision and are proud of the successes of all our students, many of whom move onto higher education, including Russell Group universities.

Our next goal at Immanuel College is to become an Ofsted Outstanding school. The community we serve faces levels of socio-economic deprivation and the achievement of their children is a vital basis for their future life chances. As Headteacher I am fortunate to work with an extremely talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy, drive and a passion for developing the potential of every student.

We offer a comprehensive and personalised CPD programme, consisting of internal and external courses and training, which are intended to develop teacher and support staff expertise. We place great emphasis on common goals and teamwork, and as a school we are consistently looking for ways to further 'raise the bar' for all of our students and staff.

If you share our enthusiasm for learning and improving the opportunities for young people, then please do not hesitate to get in touch.

I look forward to meeting you and reading your application.

Best wishes

Mr Steve Mulligan - Headteacher

Creative Arts Faculty

The creative arts department comprises of twelve teachers, one of whom is a member of the senior team. The department is supported by two full-time technicians. The faculty is led by three progress leaders who oversee art, technology, drama and music and they are managed by a member of the Senior Leadership Team.

A wide variety of courses are offered at Key Stage 4, including GCSE Art, BTEC Art, GCSE Photography, GCSE Textiles, GCSE food & Nutrition, BTEC Music and GCSE Drama. At Key Stage 5 we offer A-Levels in Art, Photography and drama and a Level 2 BTEC in Hospitality.

Within the Creative Arts department our extra-curricular activities are fundamental to supporting the success of our students. The music and drama department hold weekly clubs that are used to prepare students for the upcoming shows that we hold. There are several performances a year including a Christmas concert, school show and a summer concert. We also have numerous trips throughout the year, these include the annual art trip, where in recent years we have been to Barcelona, London and Paris.

Results in Creative Arts are outstanding and in line with the best performing schools in the country. This years successes include GCSE Photography, which saw 58% of students achieving a grade 7 or higher. GCSE Art achieved 100% of students gaining a grade 9-4 and 40% of these were 9-7. We also saw 100% of BTEC Music students achieving grade 9-4.

The Creative Arts Faculty comprises of two floors of seven classrooms and a dedicated computer room. We have two spaces for teaching drama, one of which is propose built for drama lessons including lighting and sound etc. In the music department there are two specialist rooms that are fully equipped. The school main hall is used for productions, with the facility of specialist light and sound equipment.

Immanuel College Our Goals and Values

Immanuel College is founded on a Christian ethos with a strong aim of working cohesively in the best interests of our students. We are proud of being a fully inclusive school where we celebrate the diversity of our staff and students truly encompassing the view that we are all God's children. This is reflected in our vision:

"A whole school - a family of students, teachers, parents, carers, governors and the Church that puts our students' academic and personal development at the heart of all we do."

Our goal is to continue to be a successful school, by any measure, because we set high standards and we aim for excellence. We value our past but look to invest in our future to leave the school even stronger than when we joined it.

We will achieve the three pillars of our vision by living and breathing a common set of behaviours.

1. One School – The Immanuel Family

We are one school, a collective team that aims to bring the best of Immanuel to our students, recognising them as individuals. We create an enjoyable environment to learn and grow. Sharing and teamwork will be natural. We will:

- aim to get the best from our students
- be agile and flexible
- share knowledge and bring fresh insights
- always act in the interest of the whole school

2. A Place of Learning and Development

Our students and staff will relish their time and experience at Immanuel College. We have talented, enterprising and intellectually curious people who will use their knowledge and skills to achieve success. It is this purpose that enables us to attract, develop and excite students, staff and indeed all our stakeholders. We will:

- be positive and energise others
- invest in personal relationships
- listen with interest and curiosity, encouraging diverse views
- have a thirst for learning and developing others

3. Do the Right Thing

We take pride in all we do and do it with integrity, confidence and humility. We support one another and our communities. We have the courage to express our views. We will:

- put ourselves in each other's shoes
- never be satisfied with second best
- treat people in a way we would like to be treated
- always be brave enough to challenge the unacceptable
- act with integrity and enhance our reputation

We must all accept personal responsibility to play our part in driving our school, demonstrating these values and behaviours - opting out is not acceptable. Put simply, this is how we define success.

'You are all children of God There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus.' (Galatians 3:26-28)

About BDAT

Immanuel College is an Academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

Our growth

BDAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of February 2021, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. For more information on BDAT, visit www.bdat-academies.org.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Application Process

The closing date for all applications is 9am on Friday 20th January 2023.

Completed applications must be returned to Katie Green at Immanuel College ideally by email to katie.green@immanuel.bdat-academies.org

Postal applications should be returned to Katie Green, Immanuel College, Leeds Road, Bradford, BD10 9AQ.

All applications will be acknowledged within 24hrs. Should you fail to receive a confirmation, please call 01274 659827.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need any further information please contact Katie Green on 01274 659827 or email katie.green@immanuel.bdat-academies.org



JOB DESCRIPTION

JOB TITLE: Creative Arts Technician

TEAM/FACULTY: Creative Arts

JOB PURPOSE: To assist in the provision of a technical support service to the school for Art, Technology, Music and Drama. To assist with the extra-curricular provision and events within the faculty.

SALARY: Scale 3 (SCP 5 – 6) Term Time Only plus 10 days
£18,942 -£19,287 (FTE £21575 - £21968)

ACCOUNTABLE TO: Progress Leaders in Creative Arts

Supervision/Management responsibility:

To manage all resources and equipment within the faculty to support the provision and delivery of Creative Arts lessons.

Supervision and Guidance:

Expected to perform delegated duties with limited supervision.

On a day to day basis, generally works under the direction of the Progress Leaders of Creative Arts. Responsible to the Business Manager on pay and conditions/personnel matters including absence. Will receive technical guidance from the Progress Leaders of Creative Arts.

Range of Decision Taking:

Decisions limited to the technical aspects of the work, liaising with teaching staff to ensure time schedules are met. Generally works on tasks specified by Progress Leaders of Creative Arts.

Has a shared responsibility for Health and Safety of staff and students using school facilities and will take decisions to ensure the fulfilment of these responsibilities.

Responsibility for Assets, Materials etc.

Involved in the maintenance of all machinery/equipment/materials within the work areas.

Range of Duties

1. To assist with the use or preparation of /equipment/machinery/materials as required by teaching staff. To advise and assist pupils in the setting up of, and use of machinery and equipment. To advise on skills and techniques as required.

2. To manufacture equipment/apparatus for use in the work areas, and ensure its safety for use, as appropriate. To provide in lesson support where appropriate.
3. To assist in the maintenance of equipment/apparatus to appropriate Health and Safety, and operational standards, reporting health and safety hazards to a senior member of staff.
4. To ensure that work areas are maintained in a clean and safe condition appropriate to Health and Safety standards, reporting any health and safety hazards to a senior member of staff. To ensure that all classroom environments are suitable for use by teachers and students (eg cleaning sinks/sink traps/brushes etc.)
5. To prepare and distribute materials and equipment for students' use in practical work and examinations, including overseeing maintenance of peripatetic registers, as requested by teaching staff.
6. To remove and clean/check/put away materials and equipment used in lessons in a timely manner.
7. To liaise with teaching staff on the availability of materials/equipment for practical examinations.
8. To assist in the maintenance of stock levels, making out initial orders and checking deliveries, liaising with suppliers as appropriate. To maintain an inventory of machinery/equipment/materials. To maintain files of COSHH data sheets provided by manufactures and maintain and update risk assessments.
9. To assist with preparation for and attend extra-curricular events within the department including Shows throughout the year and calendared school events, sometimes in the evenings, where appropriate.
10. To assist with the organisation and recording/video editing of presentations and performances for examination and moderation purposes.
11. To exercise vigilance for signs that children may be being abused and to report any such suspicions to the school's nominated child protection co-ordinator or the head teacher.
12. To support, uphold and contribute to the development of the School's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
13. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

**Immanuel College
Person Specification**

Criteria	Essential (Application form/ Interview)	Desirable (Application form/ Interview)
Experience		
1. Previous experience in Creative Arts Environment 2. Experience of working with young people 3. Knowledge of Health & Safety Legislation as it relates to the work of a school 4. Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	X	X X X
Personal and Professional Skills and Attributes		
1. Ability to prepare equipment and materials for lessons, as requested by the teaching staff. 2. High Professional Standards 3. Ability to effectively work as part of a team 4. High quality organisational skills 5. Ability to be flexible 6. Effective time management and personal organisation skills 7. The ability to cope with pressure and work to deadlines 8. Experience of maintenance, set up and use of lighting and sound equipment. 9. Understand the requirements contributing to successful performances 10. Basic knowledge of set design and construction	X X X X X X X X X	
Qualifications		
1. GCSE Grade C or above in Maths and English 2. Level 2 or above qualification in Music Tech or equivalent. 3. Level 2 or above qualification in Art, Technology or equivalent.	X	X X
Qualities		
1. Energy, enthusiasm and a sense of humour. 2. Adaptability to changing circumstances and new ideas. 3. Reliability, commitment and rigour. 4. Enjoyment of challenge.	X X X X	
Other Requirements		
1. To be committed to Continuing Professional Development 2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. 3. Commitment to supporting the college's Christian ethos.	X X X	
We hope to scrutinise the above through the selection process which will include an interview		
Please note: This post is subject to enhanced DBS disclosure		

This Personnel Specification

This personnel specification described the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. The post will be subject to a search of police criminal records and appointments to this post will be conditional upon confirmation by the police of information provided to us by the applicant.