



# Art and Photography Technician

Immediate start available

LBR 4, scale point 7-10

Salary range: £23,397-£24,683 FTE; £19,860-£20,683 actual salary

## Application Pack



# Wanstead High School

Education with Character

Redbridge Lane West, Wanstead, London E11 2JZ

- Tel: 020 8989 2791 • Email: [whs@wansteadhigh.co.uk](mailto:whs@wansteadhigh.co.uk)
- Website: [www.wansteadhigh.co.uk](http://www.wansteadhigh.co.uk)



Headteacher: Miss E Hillman

**October 2023**

Dear Prospective Candidate,

Thank you for showing an interest in our school.

I have been Headteacher since September 2022 and am loving the school, the pupils and the commitment to 'Education with Character'. This is a great place to be with great staff, a welcoming atmosphere, opportunities for growth and development via a robust CPD programme at all levels and strong links with local schools; including being part of the Seven Kings Teaching Alliance. Behaviour for learning is excellent and pupils are polite, engaging and motivated. They really are truly amazing young people with bags of character and creativity.

The school is clear about its development priorities and aspires to be outstanding in all areas over the next 3-5 years. This is currently a good school but we are clear about our strengths and areas for development.

Quality assurance has not shown typicality in previous years and we have developed new models of monitoring, evaluation and review and appraisal to make sure staff really do grow and develop - a high challenge, low threat approach supported by line management and instructional coaching. We believe that all staff want to be better teachers and educators and need to find the right systems to make it happen, rather than outdated 'speed camera' models of reviewing teaching and learning. This is an exciting place to grow and develop as a teacher and leader.

Whilst we want to ensure change as per our School Development Plan, we are also committed to ensuring this is a truly great place for staff to work - we constantly consider well-being and offer great perks for teachers like the opportunity to leave school if staff have free periods for the rest of the day, as long as directed time is made up elsewhere. Support staff will benefit from appraisal and associated CPD being introduced in 2023-24. We also offer free tea and coffee in the staff room and are looking to develop a much more active staff social life in the future for those who like this sort of thing!!

We are seeking an enthusiastic, solution focused and passionate Art and Photography technician to join our Art and Technology department. The successful candidate will provide support to the area of Art and Photography but may also be required to help provide technical and practical support to other subject areas in the department such as Textiles, Food and Nutrition and Design Technology.

Wanstead High School seeks to enable all pupils to achieve the highest academic standards, with a particular focus on narrowing the disadvantaged gap. The current Ofsted grade is "Good" and we need to endeavour to retain this in the next inspection and ultimately aim for the stars!

We welcome visits to the school and I am happy to talk over the phone to anyone about the role and/or school. We currently have a large building project taking place, but I hope you will have the vision to look beyond the temporary facade. Please do not hesitate to get in touch and learn more about this amazing school. The summary School Improvement Plan is available on the website (the website is again, a work in progress).

Yours sincerely,

Emma Hillman  
Headteacher

# Application Requirements

Please write a statement in support of your application.

## **This must address the person specification**

Statements in support of your application should be no longer than two sides of A4.

The closing date for this post is 09.00 on Wednesday 08 November 2023 although outstanding candidates may be interviewed before the closing date. Completed applications should be returned by email to [recruitment@wansteadhigh.co.uk](mailto:recruitment@wansteadhigh.co.uk). Interviews are anticipated to be held week beginning Monday 13 November 2023.

If you would like to speak to the Headteacher regarding this post or if you have any questions, please contact her PA, Miss Rutland ([f.rutland@wansteadhigh.co.uk](mailto:f.rutland@wansteadhigh.co.uk)).





## Further Information

**Full/Part time:** Full-time

**Start Date:** Immediate start available

## What We Are Looking For

We are looking for an enthusiastic, solution focused and passionate professional to support the Art and Photography department. This post would suit candidates with previous workshop or school experience.

## What We Offer

This is a great opportunity for candidates who are keen to work in a busy department to support pupil outcomes in a successful school that will provide great support and encouragement. We offer an outstanding opportunity for the right person to develop their career in a very pleasant, successful and innovative school. We hope that you will decide to pursue your application and that you will consider a future with us at Wanstead. Whilst you will need to work hard, we value well-being and support all staff with flexible ways of working where possible.

As part of Seven Kings Teaching School Alliance, Wanstead is able to provide a wide variety of CPD opportunities for staff at all stages of their career, both within Wanstead and the Teaching School Alliance. The post offers an excellent opportunity for the right person to develop their career within a supportive department and school.

## School Information

Wanstead High School seeks to enable all pupils to achieve the highest academic standards. Overall Attainment 8 (56.0) was significantly **above** national and in the **highest** 20% in 2022. Our Progress 8 score has been positive and above average for the past 3 years, and in 2022 was +0.3.

A large number of our pupils stay on to the Sixth Form and the majority of these gain entrance to universities and other centres of Higher Education, and we also recruit a substantial number of post-16 pupils from the surrounding area.

Our latest OFSTED report confirmed that we are “Good” in all areas, and our latest results are the best in the school’s history.

The school is maintained by the London Borough of Redbridge and is situated in a residential area near Epping Forest, served by the London Transport Underground Central Line and the M11 motorway. It is, therefore, both within easy reach of central London and out-lying areas such as Essex and Hertfordshire.

There are currently approximately 1565 plus pupils on roll including almost 300 pupils in the Sixth Form. Currently there are 170 teaching and support staff. Eight forms of entry (240 pupils) are admitted at Year 7. The school encompasses a rich social and cultural diversity and 35% of pupils speak English as an additional language. There are over 35 languages spoken by the pupils. The school is heavily oversubscribed.

All pupils wear uniform except in the Sixth Form where pupils are required to wear tailored clothing. After much liaison with 40 linked primary schools (7 main feeders), pupils join one of eight/nine mixed ability tutor groups and the school seeks to maintain the composition of this and the association with the same tutor throughout the pupil’s career. The year based pastoral system is central to the discipline and wellbeing of the pupils. Tutors are led and supported by an experienced team of pastoral heads.

The school has some very good facilities, including a good Sixth Form Centre with state of the art study facilities; ten well equipped Science laboratories and a purpose built theatre, a dance studio and music suite. Considerable refurbishment has taken place over recent years, with work still on-going. The school is well resourced with IT equipment. There is currently a new build project which you will see if you visit - this will be a new Humanities Block and swimming pool and is therefore a joint enterprise between Leisure and Education.

The school's sports facilities are used as a local Leisure Centre, which serves the community in the evening, but which is part of the school during the day. It comprises 4 squash courts, a sports hall, a gymnasium, a multi-purpose sports hall, a fitness training room and a floodlit play area.

## School Vision and Aims - soon to be updated

We will provide high quality education with character: inspiring our young people, keeping them safe, and preparing them fully for life in the modern world. The strategic goals for the School are to:

- Further improve the quality of teaching and learning across the school so that all pupils receive an entitlement to excellence and to education with character
- Establish a curriculum that best meets the needs of every single pupil
- Develop high quality assessment, tracking and intervention systems to maximise the attainment and achievement of every pupil
- Ensure all pupils are safe, healthy and happy, and have the skills and qualities needed to thrive in modern Britain
- Develop leadership opportunities for all members of the school community, and ensure that our staff are fully developed as professionals in order to best meet the school's vision.

## School Ethos

We expect our staff to:

- Play a full part in the life of the school community, supporting its distinctive vision and ethos and leading staff and pupils in doing the same
- Actively support the school's corporate policies and aspirations
- Adhere to the staff professional code of conduct as developed collectively by staff
- Comply with the school's Health and Safety Policy and undertaking risk assessments as appropriate
- Check emails on a daily basis to keep up to date with issues communicated within the school.

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

### Job description

<b>Job title</b>	Art and Photography Technician	<b>Grade</b>	LBR 4 (scale 7-10) £23,397-£24,683 (FTE); £19,860-£20,950 (Actual salary)
<b>School</b>	Wanstead High School		
<b>Reports to</b>	Head of Department		
<b>Responsible for</b>	No supervisory responsibility		
<b>Hours</b>	Term time plus 5 inset days/ 36 hours per week		
<b>Purpose of job</b>			
Main responsibility for providing support to the area of Art and Photography. If required, to assist in providing technical and practical support to teaching and learning in other areas of Art and Technology such as Textiles, Food and Nutrition and Design Technology			
<b>Main duties and responsibilities</b>			
<ul style="list-style-type: none"> <li>● Support the work of the Art and Photography department but also to assist in other areas as required</li> <li>● Ensure that the resource and material requirements of the department are effectively met by preparing materials, equipment for practical sessions including setting up and dismantling equipment as required by class teachers</li> <li>● Support practical tasks by advising pupils in the safe and correct use of equipment and materials</li> <li>● Prepare materials, equipment and resources for lessons</li> <li>● Complete required administrative tasks eg filing, photocopying, laminating</li> <li>● Organise any repair and maintenance of equipment and white goods, including tool sharpening. Ensure all equipment is maintained, cleaned and stored in good working order</li> <li>● Prepare departmental resources to inform, support and engage pupils where it is appropriate and cost-effective to do so</li> <li>● In liaison with the Head of Department/Subject Lead, undertake the necessary ordering of items of stock, checking deliveries and ensuring suitable storage and stock control of any inventory</li> <li>● Undertake routine maintenance of workshop to maintain all equipment and utensils in good working condition by up-keeping health and safety records for the machines in the department and update maintenance records of each designated piece of equipment</li> <li>● Ensure that equipment and working areas are kept clear, safe and tidy, removing dust waste specifically after lessons and assist with the storage and control of stock</li> <li>● Provide technical support during lessons, including individual or small group pupil support</li> <li>● Have particular regard to enhanced health and safety matters in accordance with school policy and statutory requirements within the subject areas</li> <li>● Undertake relevant training to ensure safety certificates are current and valid to meet requirements of the role</li> <li>● Check and empty extraction systems on a regular weekly basis</li> </ul>			
<b>Other Professional Requirements:</b>			
<ul style="list-style-type: none"> <li>● Establish and maintain effective working relationships with professional colleagues</li> </ul>			



- Participate as required in meetings with professionals in respect of duties and responsibilities of the post
- Be aware of the need to take responsibility for your own professional development
- Maintain confidentiality at all times in respect of academy related matters and prevent disclosure of confidential and sensitive information
- Undertake any other duties of a similar level and responsibility as may be required
- Ensure a stimulating but safe working environment in which risks are regularly assessed

**The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.**

Name of post holder:

Date:

Signature:

**Person specification - Art and Photography Technician**

Essential	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>GCSE Maths and English, minimum grade C, or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Relevant professional qualifications</li> <li>Evidence of recent professional development</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of working successfully as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational setting</li> <li>Experience of working in a workshop</li> </ul>
<b>Skills, Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>Excellent listening and verbal communication skills</li> <li>Excellent interpersonal skills</li> <li>Excellent ICT skills</li> <li>Sufficient knowledge to challenge pupils and achieve positive outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Ability to effectively communicate with staff and pupils in a professional, confidential and compassionate way</li> <li>Experience in using relevant resources, equipment and machinery eg laser cutting</li> <li>Experience of managing a budget</li> <li>Awareness of the strategies available for improving the learning and behaviour of pupils</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>Ability to effectively work and prioritise under pressure in a busy environment</li> <li>Ability to work cooperatively and supportively</li> <li>Capacity and enthusiasm for hard work and challenge</li> <li>Able to work as part of a team whilst also being self-motivated</li> <li>Ability to use own initiative and to work in a solution focused way with a positive outlook</li> <li>Flexibility, reliability, honesty and trustworthiness, demonstrating highest professional standards</li> <li>Ability and confidence to communicate effectively both verbally and in writing</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with pupils</li> <li>Highly organised</li> <li>Friendly and approachable, allowing pupils to feel confident in seeking help</li> </ul>	