



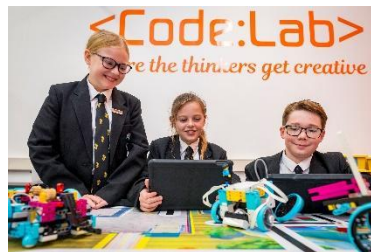
Durrington High School are seeking to appoint an  
**Art and Design Technician and  
Teaching Assistant**

(From September 2024)



# Welcome to Durrington High School

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Do you want to work in a great school with a brilliant team of staff and students? Is your core belief that all children are entitled to an excellent education, as this opens doors for them in the future? If so, read on, because we want to hear from you.

Durrington High School is part of Durrington Multi Academy Trust (DMAT) and is a large and oversubscribed school with 1615 students on roll in years 7 to 11. We have a strong and driven SLT and place a great deal of emphasis on recruiting and retaining excellent staff. One of only thirty three research schools nationally, this offers our staff unparalleled opportunities for rich professional development. As a school we are committed to ensuring that all students go beyond their best. We are both relentless in our pursuit of excellence and immensely proud of our staff and students. You may already be a qualified teacher and want to step down to less responsibility, or an individual experienced at organising groups of young people and who is able to engage and motivate them. You will work across all subjects, each day is different and you would be part of a committed team.

We are a highly successful school with an outstanding site positioned in the heart of the community. We attract applications from young people from a diverse range of backgrounds and as such it is vital that

every person in our team appreciates the strengths and challenges this brings.

Everything we do is driven by our core vision: ***“Going beyond our best through kindness, aspiration, perseverance and pride”***

If you:

- have a good working knowledge of behavioural challenges and needs of young people age 11-16 (including wellbeing, mental health);
- have values that align with ours;
- are seeking a new challenge and to work with a brilliant team of staff;
- have the passion, commitment and drive to make a real difference to our students and school;

We want to hear from you now!



**Chris Woodcock**  
Co-Headteacher



**Shaun Allison**  
Co-Headteacher

# The Art and DT Department

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This is an exciting opportunity to join a 'world class' Art department that is committed to excellence and continued development, without doubt, this is one of the best departments nationally. A diverse enrichment programme supports a strong and vibrant curriculum. We currently offer Fine Art, Textiles, Graphics & Photography at GCSE with over 175 students studying these subjects at KS4.

Our department's vision at DHS is 'To create an exciting, creative and contemporary curriculum to inspire and generate new thinkers and future artists and inventors'.

At key stage 3 skills are developed in drawing and painting, printing and sculpture. These projects are set termly with a strong reference to the work of other artists, crafts-people, designers and art from other cultures. Dynamic observational drawing and the creative use of a wide variety of techniques, processes and media underpin the department's great success and the progressive development of skill, knowledge and understanding.

Our extra-curricular programme is a real strength. Students have the opportunity to attend specialist workshops at Worthing College & Brighton MET as well as attending gallery trips to Brighton, London, a variety of European destinations and New York. We also have an annual exhibition at Colonnade House in Worthing featuring GCSE work which is a great way to celebrate the amazing talents of our students.

One of our greatest strengths is our passion and drive for creativity and our teamwork and team spirit. All Art staff contribute to planning and resourcing lessons and units of work; this consistency of approach is supported by our fortnightly Subject Planning and Development meetings. CPD and a commitment to staff development are at the heart of everything we do.

Durrington High School has an Art and Design department staffed by 4 experienced and dedicated teachers, who are continually striving for excellence in all that they do.

We have a track record of outstanding GCSE results, achieving 100% 4+ as well as exceeding 7+ national averages across all specialisms for a number of years.

We are looking to appoint an Art technician who will work with the department for part of the week and then work in student support as a teaching assistant. This role could lead to further development opportunities. We are seeking someone who has a passion for Art, with strong organisational and technical skills. If this is you please apply to join our amazing team.

If you are a committed, hardworking, conscientious and energetic individual who values young people and wants to be part of a forward thinking department, then we look forward to hearing from you.

We look forward to receiving your application.

## **Main Duties**

### ***Safeguarding Responsibilities***

- Demonstrate a commitment to keeping all children and young people safe
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of Trust and school policies in relation to safeguarding

### ***Art and Design Technician***

- To deliver outstanding technical and administrative services, demonstrating initiative and a clear understanding of school expectations, procedures and events
- To carry out daily maintenance duties as specified by the Curriculum Leader
- To manage the storage of materials, equipment and artwork efficiently and in good order
- To prepare specialist materials and equipment for use in lessons supporting staff in providing an inspiring and safe learning environment
- To provide technical assistance to students during lessons and private study sessions
- To provide technical support in GCSE Photography lessons
- To be responsible for art departmental displays
- To provide skilled assistance to teachers in preparation of teaching aids
- To make stretchers for canvases, priming these in preparation for year 11 mock exam in November and then final exam in March across all Fine Art classes
- Liaise with cleaners and premises staff and ensure the area conforms to H&S standards
- Have the ability to resolve technical issues across the department
- Maintenance of sewing machines on a weekly basis (training will be provided if not experienced)
- Cleaning of sinks, brushes and pallets
- To undertake any other reasonable duties as required
- To be responsible for all ordering under the direction of the Curriculum Leader; maintaining a suppliers database and an up to date inventory
- To check incoming deliveries, to unpack and distribute as necessary
- Planning and organisation of local, national and international trips
- Designing and producing Art Show invitations and sending out to local schools, colleges and the community
- Collecting student information, copying passports, regular dialogues with Travel Company
- Coordinating first aid for all trips
- Assisting to make sets etc as part of the school production/performance team
- Advise the team and Curriculum Leader of any Health and Safety concerns, ensuring all practice is compliant.

### ***Teaching Assistant***

- Support students to make outstanding progress
- Foster the inclusion of students in school life
- Work collaboratively with staff in a range of school based teams (e.g. Learning Support department)
- Develop positive working relationships with parents in order to promote progress
- Prepare and share differentiated materials as requested/on initiative to support and secure the learning and progress of students.
- Understand what is required of the student(s) to achieve well.
- Contribute to the health, safety and well-being of students
- Complete records/reports as required using ICT

- Liaise with staff in relation to student well-being and progress
- Support and implement all school policies
- Implement any special examination arrangements as directed
- Attend professional development sessions as recommended by the SENDCO or other senior staff

# Candidate specification

Leadership Attributes	Essential	Desirable
<b>Physical and sensory</b>	<ul style="list-style-type: none"> <li>• Ability to work under pressure and manage time effectively</li> <li>• Demonstrate robustness and resilience</li> </ul>	
<b>Qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>• 2 / 3 A levels or equivalent</li> <li>• Grade C/5 or above in English and Mathematics GCSE</li> <li>• Clean driving licence</li> <li>• Computer skills in Word, Excel, Photoshop (some training in Photoshop can be provided if necessary)</li> </ul>	<ul style="list-style-type: none"> <li>• Degree/Art qualification</li> <li>• Able to drive the mini bus</li> <li>• Able to maintain sewing machines</li> <li>• Woodworking skills would be an advantage (making picture frames, hanging pictures etc.)</li> <li>• Knowledge of photography, film and digital media</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Able to work at a good pace whilst being accurate in all aspects of your work.</li> <li>• To be confident in using Microsoft Word, Excel, Powerpoint and be able to mail merge. Confident and efficient telephone skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school/education setting.</li> <li>• Wood working skills</li> <li>• Photography interest</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willing to undertake professional development and share your learning with colleagues.</li> <li>• Ability to keep abreast of new techniques in identified specialist areas.</li> </ul>	<ul style="list-style-type: none"> <li>• If you do not have a valid first aid certificate, training will be provided; this is an expectation.</li> </ul>
<b>Circumstances – personal</b>	<ul style="list-style-type: none"> <li>• Proven willingness and capacity for hard work.</li> <li>• A personality to merit the respect of students and to encourage them.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Skills and qualities</b>	<ul style="list-style-type: none"> <li>• The ability to develop learning resources to enable students with specific learning needs to access course content and achieve their personal best.</li> <li>• Highly motivated, clear thinking and principled</li> <li>• Committed to equality of opportunity</li> <li>• Able to manage time effectively.</li> <li>• The ability to effectively engage young people.</li> <li>• Excellent communication skills and ability to build effective working relationships with staff and management at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of student learning needs, how to question students to assess knowledge and progress.</li> </ul>

## Package

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- Responsible to:** Art Curriculum Leader and Co-Headteachers
- Salary Grade:** DMAT Grade 4 scale point 5 £23,696 pro rata  
Actual Salary; £18,012.16 (£1,501.01 per month gross).
- Working pattern:** Term time only plus INSET days; 32.5 hours per week, 8:30am to 3:30pm Monday to Fridays; there is an expectation of attendance at 2 or 3 calendared evening events throughout the year.

## Safeguarding

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Durrington High School is committed to the safeguarding and wellbeing of all our students. It is a core expectation of every member of staff to safeguard the wellbeing of every child and young person within the school. Staff are supported through regular training and are expected to adhere to the school's Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check, a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

## How to Apply

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Applicants must complete the application form and return it, alongside a supporting statement (max. 2 A4 pages) to [ladams@durring.com](mailto:ladams@durring.com) or via post to Laura Adams, Durrington High School, The Boulevard, Worthing, West Sussex, BN13 1JX.

If you have any questions about the role, please email Laura Adams, Executive Assistant, in the first instance – [ladams@durring.com](mailto:ladams@durring.com)

**Closing date for applications is 9am, Friday 7th June.**

**Interviews will be held in the following week.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified. The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description. This job description may be amended at any time following discussion with the Headteacher(s), and will be reviewed annually.

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