

ART TECHNICIAN

(Fixed Term Maternity Cover)

JOB INFORMATION



RGS



ART TECHNICIAN

(Fixed Term Maternity Cover)

Required from September 2024 for up to 1 year.

Newcastle upon Tyne Royal Grammar School



THE POSITION

We have an exciting opportunity for a creative person. The role of Art Technician at our Senior School's Art Department offers an exciting opportunity to immerse oneself in a dynamic educational environment dedicated to nurturing creative talent. As a recent art graduate, someone considering art education as a career, or an individual with experience in art education seeking to facilitate another career, this will give you a chance to put yourself to the test and work in a high-performing academic environment.

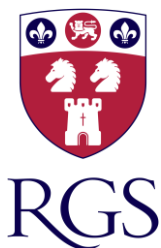
The Art Department, catering to all year groups, boasts impressive facilities and resources designed to provide students with a comprehensive artistic experience. With a focus on Fine Art as a gateway to various visual disciplines, including architecture, design, and fashion, the department equips students with diverse skills and techniques essential for future pursuits in creative professions.



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Closing Date: 9.00am Monday 15th April 2024

Contact: Graham Mason (Head of Art) g.mason@rgs.newcastle.sch.uk



As an Art Technician, you'll play a pivotal role in supporting the department's five-member staff by facilitating the setup of studios, tools, and equipment, ensuring resources are readily available, and offering one-to-one demonstrations of equipment and techniques. Your involvement in classroom activities will not only enhance the learning experience for students but also contribute to the smooth functioning of art lessons.

Moreover, the opportunity to work in our inspiring studio spaces, equipped with cutting-edge technologies ranging from traditional printing techniques to digital design software, provides an enriching environment for personal and professional growth.

While prior experience in a similar environment is advantageous, the only prerequisite is a clear dedication to working with young people in an educational setting is paramount. Proficiency in IT, including essential applications like Photoshop and Excel, coupled with a strong understanding of health and safety protocols, particularly concerning young learners, are essential attributes for success in this role.

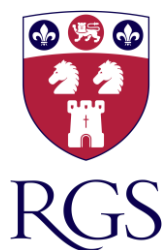
In essence, joining our Art Department as Art Technician offers a rewarding opportunity to contribute to the development of aspiring artists and academic students while gaining valuable experience in a vibrant educational setting. If you are passionate about fostering creativity and supporting the next generation of artistic talent, we encourage you to apply and become an integral part of our dynamic team.



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THE SCHOOL

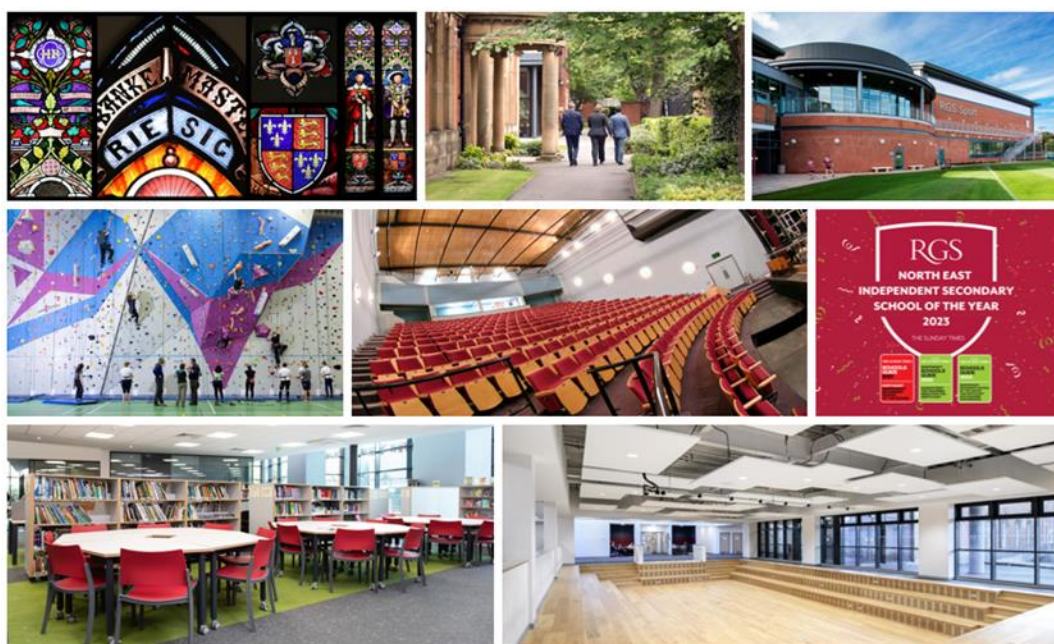
Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools.

In 2023, RGS was named overall 'Independent School of the Year' in The Telegraph Group's national awards. RGS also consistently tops the region's academic league tables and was awarded the Sunday Times' 2024 North East's Top Independent Secondary School, both the overall winner and for Academic Performance. While we pride ourselves on academic excellence, we are just as well known for our high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

RGS is fully co-educational with over 1,300 students aged 7-18 years (Years 3 to 13) and our academically selective places are highly coveted. We have more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Our Sixth Form is one of the largest in the independent sector with more than 340 students.

The school is based in the heart of the City, immediately opposite Jesmond Metro station and our excellent transport links attract students from far and wide. The school occupies over 30 acres of land and has state-of-the-art facilities, including a 25m swimming pool, two Sports Halls, five new art studios, a new library, a new Sixth Form Centre, a Performing Arts Centre with professional-standard theatre, several outdoor football/rugby pitches, an artificial turf pitch and the former County Cricket Ground.

RGS is a special place, known and respected throughout the whole country as well as the North East. It's a place where aspirations are high, results are outstanding, and opportunities are endless. Our students go on to study highly selective courses at the most sought-after universities, but also leave the school realising that life outside the classroom has been equally beneficial.



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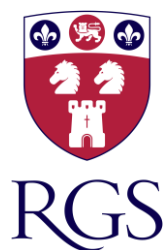
THE ART DEPARTMENT

The people are the success of this department, this is a social yet demanding professional environment. With a team of 5 enthusiastic and exceptional staff all with diverse specialisms and areas of experience and expertise. The art@rgs department is a busy, collaborative, exciting and inspirational as a place to work for a creative teaching professional. The department is housed in an impressive collection of spaces, these comprise 5 adaptable studio spaces, a darkroom, a wet print and processes studio and varied gallery spaces around the school building.



Join our dynamic and aspirational learning and teaching environment and a thriving, supportive community, where teachers are encouraged to innovate and students strive to push boundaries and achieve their personal best. Students at RGS are respectful, highly motivated and rightly ambitious. Whilst we are proud of our excellent academic reputation, it is our pastoral care, broad range of enrichment opportunities (many led by students) service and community links, which set us apart. Visitors to art@rgs regularly comment on the friendly atmosphere and positive energy of all who learn and work here.

Our approach to teaching and learning is appealing to our community – encouraging imagination, sensitivity, conceptual thinking, powers of observation and analytical abilities in practical contexts leading to a fuller understanding of the part played by the Arts in the history of human development.



In all cases we direct and support student work in accordance to personal motivations and enthusiasms. The learning is not dictated. Deadlines are generous and ambitious work is encouraged within a Sixth Form studio. An enviable range of techniques and processes are available and it is possible to offer a bespoke programme for each pupil. Imagination, creativity, lateral thinking and expressive activities are all prized assets of the artist. These skills are developed and encouraged through an intellectually demanding programme.

As a department we offer complementary studies to the Sixth Form curriculum in anatomy and photography with the potential for further contributions open to new perspectives. These complimentary course sessions underpin our ambitions to make great art.



MAIN DUTIES AND RESPONSIBILITIES

- Lead in management and maintenance of all studios and their equipment.
- Lead in adapting studio spaces to suit lessons.
- Lead in clearing studios with teachers at end of lessons when requested.
- Lead in demonstrations / practicals / workshops.
- Lead in the locating of any departmental resource, material or utensil at request of staff and student.
- Lead on laser cutting / screen printing / 3D printing workflow requests
- Manage all loans of technical digital equipment.
- Maintain Storerooms across studio spaces:
 - Keep studios and specialist areas clean and tidy.
 - Implement + resource effective health and safety protocols for use of spaces + hazardous materials within it.
 - Lead in the distribution of studio materials depended on student requirement.



- Organise stocks of 3D materials + equipment (including clay, glaze, resin, plaster and wood) and replenish if required.
- Manage and maintain storage of digital photography and film files and folders.
- Induct students into the safe use of the space + hazardous materials within it.

- Manage and organise use of the Dark Room including practical demonstrations of technical processes and maintenance of chemicals, photographic paper, silk screens and emulsions.
- The technician will be required to work to daily, weekly and half-termly routines to cover most of the above tasks.
- Supporting teachers/exam staff in the preparation and setting up of practical examinations/assessments: maintaining confidentiality as required.
- Support for the department during events. This will include basic construction for exhibitions and displays for events our Open Evening, and end of year exhibition.
- Helping students outside of their class time with technical processes and equipment, as directed by staff.
- Undertaking in-house training, as required, to help support technical provision.
- To demonstrate an awareness and commitment to equality, diversity and inclusion, health and safety and safeguarding.
- Participating in the maintenance of satisfactory standards of health, safety and security in relation to the Creative Arts Division in accordance with school policy. Work with the other technicians to maintain records of health and safety checks and measures.





PERSON SPECIFICATION

The following person specification indicates those areas of skill and personal characteristics, qualifications, training and experience that we are looking for.

Qualifications and Training

- A degree in a subject relevant to the post.
- Courses of further study relevant to the post.

Experience

- Some experience of working with children and young people in a training, coaching or teaching capacity would be a significant advantage.

Skills

- Ability to inspire young people to develop a love of art.
- Ability to think originally and creatively and show initiative.
- Commitment to high standards of teaching and learning.
- Excellent organisational abilities.
- High levels of IDT competency.

Personal Characteristics

- Ability to work in a fast-paced environment.
- Ability to communicate effectively with colleagues, students, and parents in a variety of ways.
- Understanding of, and commitment to, equality of opportunity for all.
- Understanding of, and commitment to, the ethos of the school as a community.
- Tact, discretion and diplomacy.
- A genuine liking of people and the ability to show warmth, good-humour, empathy and sensitivity.

LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Glass House, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

There are excellent primary schools in the region and city as well as some good secondary schools too. There are also a number of good competitor independent schools as well.





MAIN TERMS AND CONDITIONS

- The Art Technician will report into the Head of Art.
- This is a fixed term, term time only appointment with the school which will run from September 2024 until approximately July 2025 pending satisfactory completion of pre-employment safeguarding checks.
- Normal working hours will be 37.5 hours per week, Monday to Friday during RGS term time.
- The normal core working hours will be 8.30am- 4.30pm with a 30-minute unpaid lunch break.
- The successful candidate will be required to work on the compulsory safeguarding training at the start of each academic year and four other staff training days throughout the fixed term period. Further details regarding staff days will be shared with the successful applicant. Payment for these staff days has been incorporated into the salary.
- The successful candidate may also be required to work limited special events e.g., RGS Day and Open Day, with advance notice being given by the school.
- The salary for this role is circa £25k gross per annum (based on a full-time working contract). The term time only salary for this role is £20k gross per annum.
- The salary is paid in equal monthly instalments across the period of the fixed term.
- RGS staff salaries are reviewed on 1st August each year.
- The employee will be entitled to normal school holidays during the fixed term contract and payment for holidays has already been incorporated into the fixed term salary.
- Given the nature of the role and the operational requirements of the school, requests for leave within term time will not be permitted.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child Protection, Staff Code and Health and Safety, a copy of which will be made available.

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WHAT WE OFFER

- During term-time, staff are provided with a free lunch, if on site.
- For non-teaching staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS). On receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred. This scheme is administered via Salary Exchange (also known as Salary Sacrifice) for those who are eligible. You can opt out of the Salary Exchange arrangement whilst remaining in the pension scheme. Further details of the scheme and salary exchange will be provided on appointment.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme after a qualifying period. Details of the scheme will be provided on appointment.



- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Access to our onsite confidential counselling service.

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- Free use of a well-equipped gym, fitness suite and swimming pool.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.



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- Staff social events throughout the year.
- Supportive and friendly community.
- Opportunity to join in with RGS tradition and become a member of the Stowell, Collingwood, Horsley, or Eldon House.





HOW TO APPLY

Enquiries about this post should be made in the first instance to Graham Mason (Head of Art) g.mason@rgs.newcastle.sch.uk or call 0191 281 5711.

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

If, having looked through the website (www.rgs.newcastle.sch.uk) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in:

1. A covering letter and
2. A fully completed RGS application form.

You must complete the application form, even if you want to also attach a CV. Please email all documents to jobs@rgs.newcastle.sch.uk by the closing date.

The closing date for this role is 9.00am Monday 15th April 2024

Interviews are likely to be held w/c 22nd April 2024. We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis S.Ellis@rgs.newcastle.sch.uk in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

Safeguarding and Safer Recruitment

RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2023).

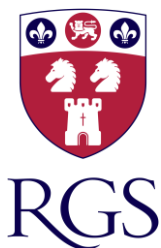
Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief

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and marriage and civil partnerships. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.

CONTACT DETAILS

Royal Grammar School Eskdale Terrace Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: Graham Mason (Head of Art)

g.mason@rgs.newcastle.sch.uk or

communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk



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