



The Beacon

Independent Prep School for boys aged 3-13
Amersham, Buckinghamshire

Art Technician & General Assistant

Full-time/Part-time
September 2024



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Website: www.beaconschool.co.uk

The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer. Registered in England No. 01067862. Registered Charity No. 309911.



From Nick Baker

Headmaster



Dear Applicant

Thank you for your interest in working at The Beacon.

We are looking for a creative and enthusiastic **Art Technician and General Assistant** to join our creative arts team. You would act primarily as an Art Technician providing a wide range of practical, technical, and administrative support to enable the efficient running of the department. In terms of other help which you may also be required to do, this could include assisting with DT, drama, cooking and nutrition and other areas of school life.

The role is offered on a full or part-time basis **Monday to Friday each week** and is available from this September:

- **37.5 hours per week** or
- **min 25 hours per week**

The Beacon is a large prep school for boys aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. The school occupies an 18-acre site in leafy Chesham Bois near Amersham and is accessible by Chiltern Railways and Met Line. We have superb facilities and resources that support a forward-looking educational environment and are immensely proud of our happy and supportive staff teams.

Please have a look at school's website www.beaconschool.co.uk for more general information, including the Safeguarding, Recruitment and Equalities policies

The Beacon is a remarkable school and we seek remarkable people. I look forward to hearing from you.

Nick Baker
Headmaster

IMPORTANT NOTE:

- The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy
- The safeguarding responsibilities of the post, can be found in the job description and person specification in this recruitment pack
- The post is exempt from the Rehabilitation of Offenders Act 1974.



Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





The Role and Job Description

Roles: Art Technician and General Assistant

Hours: Full-time or Part-time

Job Summary:

To assist the Teacher in the provision of the curriculum and pastoral care. You would be expected to work in a friendly, flexible and cohesive manner with teachers and TAs, contributing positively to the happy environment and supporting the boys' learning and pastoral care. The role is primarily focused on Art but may also include other areas of help.

Main Areas of Responsibility

Art

- To assist with the running of the Art Department, ensuring that preparation is undertaken for all lessons, the areas are prepared ready for lessons etc
- To order and prepare teaching materials required for lessons, projects and examinations and other materials that may be required from time to time
- To ensure adequate levels of materials and equipment are held within the department at any given time and monitor stocks held
- To unpack deliveries and maintain order in the store cupboards
- To help maintain the departmental budget and departmental inventory
- To assist in maintaining a safe environment in the art spaces and to liaise with the Head of Art with regards to any concerns
- To assist with displays in the department and around the school
- To undertake appropriate training with regard to techniques, health and safety and any other areas that may be relevant to the role
- To record and maintain accurate records of data required for the Control of Substances Hazardous to Health (COSHH) regulations and risk assessments for the safe use of any equipment or materials
- To assist boys with work, including photocopying, arranging displays, photographing work and preparation of materials
- Other duties commensurate with the post as may be reasonably required by the Head of Art.

Academic

- To assist the Teacher with the delivery of lessons in line with the agreed curriculum and schemes of work
- To assist the Teacher in the assessments of boys' work
- To work with groups of children in the class under the direction of the Teacher
- To assist the teacher with administrative tasks and ensure that the boys' work is presented and maintained in an organised, appropriate and accessible format
- To liaise with the Teacher and the staff in the Learning Support Centre to ensure that the needs of all boys with SEN are met
- To encourage and stimulate the boys to achieve excellence in all their endeavours and to expect high standards



Pastoral

- To assist the Teacher in looking after the well-being and pastoral needs of the boys in their classes
- To reinforce the aims of the school
- To monitor closely the behaviour of the boys in the classes and deal with any inappropriate behaviour, in consultation with the Teacher and Head of Section if necessary
- To encourage and reward the boys for good behaviour, using a variety of different and appropriate methods
- To communicate effectively and regularly with the Teacher and other staff
- To liaise with the Teacher, and the Head of Section, where necessary, and to liaise with the School Counsellor, where necessary
- To maintain records and notes on pastoral issues in the school MIS

Departmental

- To work with the Teacher to ensure that all departmental requirements are being met
- To keep the Teacher informed of any issues arising concerning boys in the class
- To attend staff meetings, INSET sessions and other occasional training sessions of relevance

Additional Duties/Responsibilities

- To ensure, at all times, absolute commitment to the safeguarding and promotion of the welfare of the boys at our school
- To undertake break time, clubs and lunchtime duties on a rota basis
- To supervise boys during assemblies
- To assist with the organisation and running of clubs, trips etc and help/attend events
- If required, to assist with wrap around care, prep and after school clubs as appropriate (and on a paid over-time basis if in addition to normal hours of work)
- In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values that we wish the boys to learn

Safeguarding

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the School's safeguarding policy at all times and using the internal systems/contacting the DSL for monitoring safeguarding, wellbeing and pastoral issues

Note:

- The role will involve daily contact with children and a high level of responsibility for children. The role constitutes regulated activity with children.
- In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.



Person specification

	Essential	Desirable
Qualifications	Qualification in Art at A Level or similar	Childcare qualification at level 3
Experience	Experience of working with school age groups as listed	(Note: it is not essential to have worked in the independent sector)
Skills	Highly organised Strong pastoral skills	
Knowledge	Up to date safeguarding training	
Other	Creative Committed and hardworking Highly organised Positive, caring and friendly approach Desire to contribute to school life beyond immediate classroom Highly professional and confidential with a positive outlook Able to quickly settle into new environments Ability to remain calm and professional in all situations Self-motivated and versatile Excellent role model Team player	



The Process

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form. Please download from the School's website send a copy of your completed Application Form and covering letter by e-mail to: recruitment@beaconschool.co.uk

The closing date for receipt of applications is **Friday 14th June 2024** and interviews will be held the following week. Given this is a vacancy for September, we encourage applicants to apply early as the School reserves the right to close the application process earlier than stated.

WHEN APPLYING PLEASE STATE CLEARLY WHETHER YOU ARE WISHING TO BE CONSIDERED FOR FULL OR PART-TIME HOURS along with the **HOURS YOU CAN OFFER THE SCHOOL.**

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

