

# MAESTEG SCHOOL

Ffordd Dysgu  
MAESTEG  
Bridgend  
CF34 0LQ



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Headteacher / Pennaeth: *H. Jones B.A. (Hons) N.P.Q.H.*

September 2023

Dear Applicant

## Expressive Arts Technician - Temporary

(Required a.s.a.p.)

Thank you for the interest you have shown in the above post at Maesteg School.

Maesteg School is a thriving 11-18 community comprehensive school, situated within easy access to the M4 motorway, in a brand new 'state of the art' building.

We are seeking to appoint a knowledgeable, skilled and enthusiastic technician to support our strong, successful Expressive Arts faculty. The successful candidate will be required to assist in the maintenance and provision of classroom resources to support teaching and learning in a safe, efficient environment.

This is an excellent opportunity to join a successful and innovative 11-18 community comprehensive school in a brand new 'State of the Art' building with large, well equipped EA rooms in a strong and welcoming Faculty of 6 staff.

I look forward to receiving your application by **Friday 15<sup>th</sup> September 2023 – 9am**. Should you require any further information please do not hesitate to contact the school.

Yours sincerely

Helen Jones  
Headteacher

*(The school will contact Applicants short-listed for the above post as soon as possible after the closing date. Should you not be contacted, you have been unsuccessful in your application on this occasion. However, your interest in the post and Maesteg School is much appreciated. Thank you.) Please note: Due to the current economic climate, the school is unable to offer any re-imbursment for travelling expenses).*

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*Motivated to Strive / Ysgogi i Ymdrechu*





# MAESTEG SCHOOL

## Expressive Arts Technician – Temporary

(Required asap)

**Grade 6**

(£23,194 - £24,054 - pro rata) 79.64%

**35hpw – Term Time Only**

We are seeking to appoint a knowledgeable, skilled and enthusiastic technician to support our strong, successful Expressive Arts faculty. The successful candidate will be required to assist in the maintenance and provision of classroom resources to support teaching and learning in a safe, efficient environment.

This is an excellent opportunity to join a successful and innovative 11-18 community comprehensive school in a brand new 'State of the Art' building with large, well equipped EA rooms in a strong and welcoming Faculty of 6 staff.

We offer a support programme for new staff plus continuing professional development for experienced staff.

Ideally, applicant for this post should have experience of working in a secondary school, a college or similar environment and skills in working with a variety of art media. They should have relevant practical experience and/or qualifications relating to Expressive Arts. Good communication and ICT skills are essential as well as an ability to use your initiative within a dynamic, ever changing working environment.

Information via:

**Email:** [admin@maestegschool.bridgend.cymru](mailto:admin@maestegschool.bridgend.cymru)

*Application pack (including application form) are in Word format and will be forwarded to applicant via email, **please return via email.***

***Closing date for applications: Friday 15<sup>th</sup> September 2023 – 9am***

*Applicants are requested to note that the successful candidate will be required to agree to an enhanced criminal record clearance being undertaken*



Dear Candidate,

I am delighted to welcome you to Maesteg School. We are a vibrant, popular school in the Llynfi Valley committed to providing an outstanding education for all our students. The school is in a pleasant rural setting conveniently situated just off the M4 between Swansea and Cardiff in the borough of Bridgend. The school is a community-focused school and enjoys close relationships with our 6 partner primary schools and benefits from a supportive close-knit community. We are a co-educational 11-18 schools with almost 1200 pupils, 200 of those in the 6<sup>th</sup> form. Currently over 30% of our pupil population is entitled to free school meals and around 55% of the population live in the most deprived areas in Wales. Fundamental to the way we work here is in removing barriers to learning. To that end we look to recruit staff who have a strong moral purpose and passion for education who understand that excellent pupil/teacher relationships are at the heart of everything we do to ensure success for our young people.

We want the very best for the children in our care to provide a learning environment where every child has the opportunity to succeed and thrive as an individual. Our simple motto is 'Motivated to Strive'. This means that we place significant emphasis on creating a disciplined learning environment where everyone is expected to work hard and make a contribution to Maesteg School Life. We expect our students to work hard at school and at home. We want them to acquire a love of learning, deep knowledge and skills that will equip them to survive and succeed in 'life after school.' We expect our students to explore ideas, to question concepts and debate opinions. We want to develop students who are confident communicators who can speak in front of others and write competently for a range of audiences and purposes. Our students will aspire to be resilient problem solvers who will accept that failure is an essential part of the learning process. They will be numerate and digitally competent and they will celebrate cultural diversity alongside their Welsh identity.

We are currently in the privileged position of being described as a school with very good prospects for continued improvement. In recognition of the work we have done to improve standards by developing an innovative curriculum and an excellent staff development programme, we have become a Lead Partner School with Swansea University and as a result of our work as a 'Pioneer School', we have adopted the new Curriculum for Wales for September 2022 with our current Year 7 cohort.

Our curriculum ensures that every student is offered a wide range of subjects and opportunities to succeed. Although we value academic achievements, equally important to us are the wider aspects of school life such as sport, music, drama, and creative arts. All our students are encouraged to participate in our extensive after school programme which encourages them to explore and make the most of their talents. To this end, we particularly welcome applications from staff who can contribute to and continue to develop our extra-curricular programme.

Maesteg School is a highly inclusive school where we pride ourselves on knowing each and every child as an individual. Our House structure and superb pastoral systems, ensure that every child is valued and that Wellbeing is at the heart of everything we do. Our school is a warm, caring community with excellent relationships between students and staff. We aim to develop ambitious, optimistic young people who leave our establishment proud of their achievements, proud of their community and proud of themselves.

Our 6<sup>th</sup> form is highly successful with students pursuing Higher education courses, apprenticeships and careers which include medicine, law, journalism, computing and engineering. Those students who aspire to Oxbridge are supported through the rigorous selection process via a bespoke support programme to ensure that they are thoroughly prepared for the challenges ahead.

Our teachers are ambitious for success in terms of pupil outcomes and their own professional development. Continued Professional Development is carefully planned for and developed as career progression is both expected and encouraged at Maesteg School. We have a thorough induction programme and developed a bespoke training package for our NQTs.

I feel honoured and privileged to lead Maesteg School and I am proud of the many and varied achievements of our staff and students. I am confident that should you choose to apply for a position in our school, you too will want to become a part of our happy, ambitious and successful school.

Thank you for taking an interest in our school. I look forward to hearing from you. Good luck!

Mrs H. Jones (Headteacher)



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## Job Description

<b>SCHOOL:</b>	Maesteg School
<b>POST:</b>	Technician (Non ICT)
<b>GRADE OF POST:</b>	Grade 6 (£23,194 - £24,054 pro rata) – 79.64%
<b>RESPONSIBLE TO:</b>	Head of Faculty

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### JOB PURPOSE:

Under the guidance of senior staff deliver curriculum requirements by providing a range of specialist support including the preparation and maintenance of Expressive Arts machinery and equipment.

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### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Assist teachers and pupils in the direct delivery of practical work.
- Arrange displays of pupils work where appropriate.
- Support pupils and staff in using basic equipment, machinery and resources as directed.
- An understanding of COSHH Regulations and their application in a school setting.
- Assist the teacher with the health and safety of others ensuring good behaviour of pupils during practical and learning activities when requested.
- Support pupils in accessing learning activities under the overall guidance of senior staff.
- Support the administration of routine tests and agree revisions to instruction and planned activities from others to ensure effective and safe practices.
- Work with senior staff to interpret and implement required coursework.
- Plan to work to agreed timetables to ensure equipment materials and resources are available.
- Prepare equipment and materials for use in practical lessons, in line with current COSHH regulations.
- Dispose of waste according to HSE regulations
- Clerical & admin support where required including, photocopying, printing, displays, etc

- Responsible for the maintenance/quality/safety and security of specialist equipment and resources.
- Maintain inventories of stock and equipment, including monitoring stock levels & equipment.
- Ensure the maintenance of a clean and orderly working environment, including art rooms, dark room, music rooms and drama areas.
- Undertake risk assessments where required.
- Assisting with preparations for shows including working on set design for school production
- Assisting with the organisation and attendance of Expressive arts trips
- Maintaining an up to date inventory of all equipment in the department
- Archiving and editing video footage of student performances and events
- Rigging, maintain and programming stage lighting in studios and in the auditorium

#### **GENERAL DUTIES**

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

#### **REVIEW DATE/RIGHT TO VARY**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

#### **CRIMINAL RECORDS CHECK (WHERE APPLICABLE)**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

**PERSON SPECIFICATION  
TECHNICIAN (NON ICT)**

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• NVQ 3 or equivalent qualification or experience in relevant discipline.</li> </ul>	Yes	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge &amp; understanding of technical and theoretical work and procedures appropriate to the role.</li> <li>• Experience in specialist area of work within an educational setting.</li> <li>• An understanding of COSHH Regulations and their application in a school setting.</li> </ul>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	Interview, application form, reference and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good understanding of health &amp; safety requirements relating to equipment, materials &amp; resources.</li> <li>• Literacy &amp; numeracy skills to enable recording of experiments &amp; activities.</li> <li>• Advisory skills to support &amp; guide colleagues &amp; pupils.</li> <li>• Ability to advise and instruct others in the use of equipment, materials and resources.</li> <li>• Ability to deal with external suppliers.</li> </ul>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	Interview, application form, reference and selection process.