



**BRIDGE ACADEMY**

## **Art & Design Technician (0.4fte) Information Pack**



*'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'*

**| Hard Work | Integrity | Kindness |**

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Dear Applicant,

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you for your interest in this position and we look forward to receiving your application by **9:00am on Friday 29<sup>th</sup> January 2021**. The application documentation should be submitted to Priscilla Agyare, Human Resources Manager: [Priscilla.agyare@bridgeacademy.hackney.sch.uk](mailto:Priscilla.agyare@bridgeacademy.hackney.sch.uk).

Yours faithfully,

Mr C. Brown  
**Principal**

## THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

### Hard Work

- We do what it takes for as long as it takes.
- We remain positive and never give up.
- We never stop trying to get better.

### Integrity

- We do the right thing, even when no-one is watching.
- We are always honest and do not make excuses.
- We take responsibility and do our best every time.

### Kindness

- We have high standards because we care.
- We treat others fairly and respectfully.
- Helping a member of our team is helping ourselves.

## STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

### Annual Salaries

We offer competitive salaries including recruitment & retention allowances, in some cases.

### Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

### Barbican Card

<http://www.barbican.org.uk/>

The Barbican card through UBS, is free for all staff members who request it. It provides a variety of benefits and discounts:

- Unlimited free access to Art Gallery exhibitions for all staff members and a guest
- 25% off standard price first run and regular release cinema tickets\*
- 25% off selected theatre and music productions\*
- 15% off food and drink at all Barbican restaurants, bars and cafes
- 15% off purchases at the Barbican shops
- Access to the Members Lounge with up to 3 guests (pre-booking recommended)

\*Subject to availability. A maximum of 2 tickets can be purchased per booking.

### Cycle Scheme

<http://www.cyclescheme.co.uk>

Our cycle scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 25-39% of the total cost. Payment(s) are deducted via payroll over a specific period.

### **Employee Assistance Programme**

The Employee Assistance Programme, offered via UBS is a 24/7 confidential service giving all Bridge Academy employees access to a range of support from lawyers, health and wellbeing professionals, financial and debt specialists and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

### **Mindfulness Programme**

Headspace is a mindfulness programme offered by UBS to all Bridge staff. It is an app-based solution of guided techniques designed to help you find more balance, wind down after a long day and reduce stress levels. It also gives helpful advice on physical exercises and healthy living, improving your sleeping habits and increasing your energy levels overall.

### **Optical Expenses**

A contribution up to the amount of £25 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £60, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

### **Work + Family Space Services (Sponsored by UBS)**

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family. This includes:

- Help for fathers: topical information and Q&A responses looking at work and family from a father's point of view
- Confidential expert advice over the phone for all work and family challenges.
- Access to a range of holiday clubs nationwide, ideal for filling in awkward care gaps during the school holidays.
- Access to blogs, insider guides and webinars which provide guidance on a wide range of topics.

### **Gift Vouchers for 100% Attendance**

We really value the commitment of our staff members and as a token of this, each term staff who have achieved 100% attendance are included in a prize draw, offering them the prospect of winning vouchers from top stores.

### **Our Award Winning Building**

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

#### **Art Floor**

- 3 designer classrooms
- A Kiln room

- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower.

#### **ICT suites**

- 3 purpose built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

#### **Music Facilities**

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

#### **Performance Hall**

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.
- Cinema projection capability, instruments and AV lighting and sound systems.

#### **Sixth Form**

- A bespoke Sixth Form block
- Provides both Cisco training and Microsoft in-house

#### **Sports Facilities**

- A large sports hall, with a variety of sports resources
- Basketball facilities
- An Off-site Multi User Games Area (MUGA) and two Astroturf football pitches

#### **Pension Scheme Contributions**

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

#### **Relocation Support for Teaching Staff**

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

#### **Social Events**

Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

## JOB DESCRIPTION

Job Title:	Art & Design Technician (0.4fte)
Reporting to:	Art Subject Leader
Spine Point Range	13 - 17
Contract Details:	Term Time Only: 39 Weeks + 1 week (2 days pro rata) per academic year.
Working Hours:	15 hours per week, 8:30am - 4:30pm
Job Start Date:	Straight after the current national lockdown in February or March

### Nature of the role

To provide high quality technical support in all areas of the Art curriculum so that learning and teaching can be of the highest possible standard.

### Key Responsibilities

#### 1. Resources

Be responsible for setting up and monitoring systems used in the management and control of practical resources including:

- Preparing materials and equipment for Art lessons and projects, including preparation of demonstration materials and resources for Art teachers/lessons.
- Photocopying and Laminating resources.
- Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability, sustainability and economy.
- Stocking of classrooms with consumable resources.
- Loading and running Kiln, mixing glazes, slips, preparing and recycling of clay.
- Supporting the teachers and students with a practical working knowledge of painting / 3D / textile based work (including sculpture, screen-printing, etching etc.).
- Facilitating ICT and New Media in the department including photography and other audio/visual media.
- Implementing and managing computer systems/databases/image banks on the computer, scanning/downloading of images for use in the department, leading on Adobe Photoshop and other new media applications.
- Photographing Art resources and recording students' work.



## **2. Display**

- Be responsible for displaying current and exciting students work within the Art department and around the school.
- To support and assist with displays in public areas.
- Framing, mounting and displaying student work for assessment and Art shows.
- Creating signs/posters and preparing materials when needed.

## **3. Health and Safety Management**

To promote and observe a healthy and safe working environment service by:

- Keeping all sinks and worktops clean; maintain aprons in a serviceable condition; keeping stock rooms and prep and resource areas clean, tidy and in good order.
- Routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard.
- Undertaking general Art rooms maintenance where required.
- Remaining up-to-date with current procedures and practices through continuing professional development.
- Provision of technical advice on health & safety issues to Art teachers, staff and students (with support and guidance from the Facilities Manager).
- Assisting with the management of health and safety particularly the main issues specific to the Academy and how they relate to students, staff, visitors, contractors and other users of Academy premises and facilities.
- Ensuring the safe storage and accessibility of equipment and materials.
- Carrying out first line servicing of machines and equipment in all Art teaching and prep areas. This will include removing dust and minor repairs.
- Checking first-aid kits etc.
- Attending department meetings.

## **4. Finance / Resource Management**

To be responsible for setting up and monitoring systems used in the management and control of practical resources including:

- Managing on stock control, compiling orders, ordering, liaising or negotiating with suppliers and maintaining appropriate records.

- Monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy and keeping the Art Subject Leader informed.

## **5. Other**

- Meet with the Art Subject Leader and Art staff in order to plan work schedule and curriculum support requirements.
- Willingness to be flexible with hours and work during school holidays, open evenings, exhibitions or taster evenings where necessary.
- Assisting with organisation of school trips and attending as a responsible adult.
- Advising and assisting students/teachers on individual or group basis; demonstrating processes, use of media/materials and Art references.
- To liaise with different departments and colleagues on different projects when necessary.
- Carry out duties and responsibilities commensurate with the post necessary for the smooth running of the Academy as required by the Art Subject Leader.

You understand that this Job Description could be subject to change, during your employment, where revisions may be made, according to the needs of the Academy.

## **JOB SPECIFICATION**

### **Qualifications**

- Grade C or above in GCSE English and Mathematics or equivalent.
- Educated to degree level /Art qualification or equivalent. (Desirable, not essential).

### **Knowledge and Experience**

*(Ideally the successful candidate will meet some of the requirements below, but it is not essential for all.)*

- Recent experience of working within an Art department.
- Experience of working with children in a school setting.
- Ability to use ICT / New Media in a classroom setting.
- Experience of stock control and administrative skills.
- Experience of Ceramics and use of Kiln.
- Experience of photography and using DSLR cameras.
- Experience with Adobe Photoshop and other Audio/Visual applications.
- Creative/Practicing Artist or craftsperson.

### **Skills and Abilities**

- Excellent communication skills, attendance and punctuality.
- Ability to maintain a range of tools and equipment.
- Ability to prepare equipment and materials for lessons, as requested by the teaching staff.
- Ability to work in an organised and methodical manner.
- Ability to identify work priorities and manage own workload.
- Ability to maintain accurate work records and maintain inventories.
- Ability to establish positive relationships with pupils, including those with special educational needs.

### **Personal Qualities**

- A passion for Art.
- Flexible, adaptable, able to work as part of team and show initiative.
- Appropriate knowledge of First Aid or willing to be trained in First Aid.
- Committed to the ethos of the Academy.

## Art & Design Technician (0.4fte)

**Job start:** February/March  
**Starting Salary Point:** 13  
**Annual Salary:** Pro Rata: £7,450 (FTE: £21,343)  
**Location:** South Hackney  
**Contract type:** Permanent

*'The best school I've ever worked at: the culture, the staff and students, the training, everything!'* (staff member)

*'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed'* (visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is consistently excellent for GCSE and A level, and our superb personal development offer means that over the last three years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

### Why choose us?

- Excellent student behaviour and highly supportive Senior Leadership Team.
- An Achievement-oriented culture where students work hard and it is cool to be smart.
- A warm/strict approach, meaning that our high standards do not come at the expense of inclusion.
- The belief that teaching must be a sustainable profession: clear systems and structures, sensible approach to feedback and no 'late night culture'.

We are seeking a part time Art & Design Technician who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at a good university or equivalent, thrive in their chosen field and live a great life.

This post is a job share and so the successful candidate will join an existing technician who is currently working 3 days a week during term time, and 3 days per academic year, non-term time.

### Do you have:

- A passion for Art & Design?
- The knowledge and skills required to support the needs of a team of teachers and their students?
- Practicality, creativity and visual display skills?
- Digital and administrative skills?

- Knowledge of ceramics and/or photography?
- Excellent communication and organisational skills?

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please download and complete the application form and the additional information and monitoring form. Please ensure that you read our school workforce privacy notice. The application documentation should be submitted to Priscilla Agyare, Human Resources Manager: [Priscilla.agyare@bridgeacademy.hackney.sch.uk](mailto:Priscilla.agyare@bridgeacademy.hackney.sch.uk). We encourage applicants from all sectors of the community to apply. **The deadline for applications is: 9:00am on Friday 29<sup>th</sup> January 2021.**

**The Bridge Academy is committed to safeguarding children and all appointments will be subject to receipt of a satisfactory Enhanced DBS check and references.**