



# DANES HILL SCHOOL

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## DT AND ART TECHNICIAN



Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.

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# OUR VALUES

At Danes Hill, we work to create a school culture that fosters personal growth, inspires passion, empowers courage and nurtures respect. We believe that these core values truly embody the spirit of our community and guide us on our journey towards excellence. Our school values were articulated through a comprehensive consultation process, involving our dedicated staff team, the valuable input of our parents through consultations and surveys, and the voices of our pupils. Through this collaborative effort, we gained a clear insight into what makes Danes Hill special.

After distilling and analysing the feedback, we shared our four new school values in summer 2023: Growth, Passion, Courage and Respect. These values encapsulate the qualities we wish to instil in our pupils, providing them with a solid foundation for success both academically and personally. Now that we have identified our values, our focus in 2023-24 is on embedding them into the fabric of our school culture.

We aim to promote our values at every turn, ensuring that they become an integral part of our pupils' lives. Our assemblies are dedicated to living out these values, exploring real-life examples and discussing the importance of embracing growth, pursuing passions, showing respect, and demonstrating courage. To encourage and celebrate our pupils' embodiment of these values, we are targeting House points dedicated to recognising acts aligned with our values. We are also establishing pupil awards that commend individuals who consistently exhibit our values in their daily lives.

In order for our pupils to be able to embrace them, our shared understanding of our values is based on the following statements:

- I can demonstrate Growth by – working hard, giving my best effort, investing in my own development, being active in the development of those around me, expanding my horizons, nurturing my community
- I can demonstrate Passion by – being inspired, showing curiosity, showing ambition in all I do, striving to succeed, showing dedication in all things, not giving up
- I can demonstrate Courage by – developing the confidence to take risks, trying new things, not being afraid to fail, speaking up for myself and for others, telling the truth
- I can demonstrate Respect by – having an awareness of others as well as myself, treating everyone with dignity, showing others kindness and consideration, showing others empathy

We are excited about the positive impact our values are already having on our community. Together, we can nurture a culture where growth, passion, respect, and courage thrive. By embracing these values and ensuring that we model and demonstrate them in our professional lives, we are confident that our pupils will develop into confident, compassionate, and resilient individuals, well-prepared to face any challenge that comes their way.

# JOB SPECIFICATION

Job title:	DT and Art Technician
Job purpose:	To support the creative and safe delivery of practical activities within design technology (DT) and art lessons in order to optimise teaching and learning.
Reporting to:	Head of DT (line manager)/Head of Art
Hours:	Part time (20 hours per week - mornings). This role is term time only. Some flexibility required to cover meetings or events which may be held before or after school
Term:	Permanent
Salary:	£10,981 per annum (FTE £29,325)
Benefits:	Generous pension scheme. Free lunch on site during term time. Annual flu jabs, online EAP service and counselling. Training and development support. Parking on site.



# MAIN RESPONSIBILITIES

## Teaching & Learning

- Prepare, set out and clear away equipment and materials for practical art and DT lessons as requested (including checking and/or ordering equipment and resources) in accordance with required timescales.
- Lead in the mounting of displays of creative work around the school.
- Support teachers during lessons, as requested.
- Assist pupils in safely using equipment, giving demonstrations as required.
- Provide support to relevant extra-curricular activities and whole school events.

## Health and Safety

- Check that risk assessments are kept up to date and employed for all relevant practical activities, reminding relevant members of staff if they are not and working with the school Health & Safety officer to meet regulatory requirements.
- If qualified, provide emergency first aid to staff and students.
- Be aware of all relevant emergency procedures and take prompt action to deal appropriately with emergencies.

## Management of resources

- Maintain the departmental inventory and undertake stock control and purchasing of equipment, materials, art products, textbooks and audio visual resources in order to ensure that appropriate levels of stock are held and that replacement supplies are obtained before stock runs out.
- Manage, within the constraints of space, the safe, organised and tidy storage of all the above.
- Ensure that art and DT rooms and work areas are kept tidy and that all equipment is clean and in good working order.

## Training & development

- Participate in training activities and sessions offered by the school and other external agencies (in order to further relevant knowledge and skills).
- Participate in first aid and fire marshal training if requested.



# MAIN RESPONSIBILITIES

## Other duties

- Ensuring that a positive impression of the School is given to pupils, parents, visitors and colleagues at all times.
- Establishing and maintaining efficient and effective working relationships with the wider community of the School.
- Supporting the work of the art and DT departments, and delivering their strategic outcomes
- Playing a full part in the life of the school community, supporting its mission, ethos and policies.
- Setting high personal standards of appearance, attendance/punctuality and upholding the staff code of conduct at all times.
- Actively engaging in safeguarding practice and health and safety awareness around the school sites.
- Committing to personal professional development, including active engagement in staff training and the performance review process.
- Complying with relevant school policies and procedures at all times.

*This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the School evolve. You will be required to undertake other comparable duties as the Registrar, Director of Finance & Operations, Head or senior colleague may require from time to time.*



# PERSON SPECIFICATION

## Qualifications

- Strong educational background in art and DT, ideally with a minimum of good A level standard
- Relevant degree or equivalent knowledge through experience

## Knowledge

- Detailed knowledge of a specific art discipline (desirable)
- Evidence of appropriate continued personal and professional development
- Secure knowledge and ability in relation to administrative processes
- Confident knowledge of and ability to apply Keeping Children Safe in Education

## Experience

- Experience handling art and DT equipment and resources
- Experience of working as an art technician in school or similar environment (desirable)
- Experience of using ICT effectively to keep accurate records

## Competencies

- Ability to communicate professionally and effectively to a range of audiences
- Ability to build effective relationships with parents, customers, pupils, suppliers and staff
- Highly organised with the ability to manage events and projects, work under pressure, prioritise, manage time effectively and meet challenging goals
- Ability to work effectively as a team member, as well as managing a personal workload
- Ability to solve problems and make decisions
- Excellent computer skills using MS Office, with an intermediate level in Word and Excel
- Commitment to equal opportunities
- High levels of motivation and commitment to high standards
- Demonstrable personal warmth and enjoyment of working with pupils and adults
- Willing to participate flexibly in the life of the school, including co-curricular commitments.
- Discreet and able to deal with confidential information

Danes Hill School is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All offers of employment are subject to the receipt of an enhanced DBS check, satisfactory references and medical clearance, and other statutory checks. Online checks of publicly available information will be carried out for shortlisted candidates, in line with KCSIE 2023.

# THE SCHOOL

Danes Hill School is widely recognised as one of the leading co-educational day Preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides children aged 3 to 13 with an exciting and dynamic curriculum. We want all of our pupils to fulfil their academic potential, and each year a large number of scholarship and exhibition awards are achieved at a wide range of day and boarding senior schools. With our core values of passion, growth, respect and courage, we foster children who are confident and ambitious. In addition to the emphasis on academic work, they have plenty of opportunity to develop sporting, musical, dramatic and other non-academic interests.

## WHY WORK AT DANES HILL SCHOOL?

**LOCATION:** Danes Hill offers an exceptional working environment, and when you visit the site you get a proper sense of the grounds, facilities and resources. Set in 55 acres with views across the beautiful Surrey countryside, it can be hard to believe that it is still an easy distance from London. Staff travel to Danes Hill from a wide radius, with Oxshott station less than a 20 minute walk from the Prep School (10 minutes from the Pre-Prep). Car parking is available, as well as our Cycle to Work scheme.

**COMMUNITY:** Working at Danes Hill, you become part of a large, dynamic community encompassing all of the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment. Teaching takes place across 34 weeks of the year (with additional training days). Appropriate technology is provided during induction, including laptops and accessories. Class sizes are small and the resources available to support teaching, pastoral care and our co-curricular programme are fantastic.

**DEVELOPMENT:** As a place of education, it is vital to us that we all invest in our learning. A weekly staff meeting and training session takes place every Monday after school, with updates and focused training on a range of subjects. Our Head of Staff Development works with teachers new to the profession, to make sure they receive the support that they need. Our appraisal and probation systems ensure that everyone has the opportunity to review their work with their line manager, and we invest in CPD and training across the school – including professional qualifications and apprenticeships.

**REWARD:** It is important to us that everyone who works at Danes Hill benefits from fair pay systems. A new pay scale for teachers was introduced in September 2023 after consultation with staff. With a generous core salary, there are also opportunities to take on positions of responsibility for additional management allowances. A new pay scale for support staff is similarly being developed, with implementation in September 2024.

**BENEFITS:** Generous pension scheme provided by APTIS (Aviva) for teaching staff and Royal London for support staff. Non-contractual fee remission is given to all staff on a pro rata basis, and currently represents up to 60% reduction on full fees, as well as wraparound care and discounted holiday clubs.

**HEALTHCARE:** The dedicated medical team at Danes Hill provide excellent support to staff as well as pupils and parents and organise flu jabs for staff annually. Our onsite School Counsellor can provide immediate support and advice, and Education Support are in place as the School's Employee Assistance Programme – providing confidential help 24/7, 365 days a year.

**WELLBEING:** Lunch is provided to all staff during term time and several members of staff offer their expertise free of charge to run a range of different activities, including circuit training, badminton and much more. The Common Room President organises social events and charity fundraisers. Staff are also able to make use of the swimming pool and other sports facilities.



