

The Axholme Academy

Required for September 2019

Art and Design, Textiles, Food Technology, Music and ICT Support Assistant

18 hours per week, term time only

Salary NJC: SCP 1 - £6978 actual salary (£17364 FTE)

Principal – Mr J Sellars MAEd

An 11-16 academy

NOR: 520

Wharf Road - Crowle - North Lincolnshire - DN17 4HU - Tel. 01724 710368

Email admin@theaxholmeacademy.com

The Axholme Academy is seeking to appoint a Support Assistant to work in a range of departments within the academy. We are a people centred, ambitious school who take pride in the education and outcomes we achieve for our students.

This position requires the successful candidate to support many different departments, teachers and subject areas: ICT, Textiles, Food Technology, Music and Art & Design – Fine Art, Textile Design and 3D Modelling.

This role requires flexibility with working hours (18 hours in total) across the week and the successful candidate must be able to use initiative to carry out tasks as directed within the departments and demonstrate that they can manage time effectively and efficiently across the subject areas. This position requires a range of skills and willingness to undertake specific training for each subject area.

The Axholme Academy is a successful, forward thinking and friendly school serving the market town of Crowle and surrounding villages. We converted to become a stand-alone Academy in 2012. We have a long established and successful relationship with our local community and have seen numbers on roll rise by over 40% over the past 5 years as a result of our popularity and commitment to providing excellent support to all our students.

In July 2017 Ofsted confirmed that The Axholme Academy continues to provide a good education for students and inspectors told us that we have “successfully created a culture in which your pupils want to succeed.”

In order to make an application please visit the vacancies section on our website

www.theaxholmeacademy.com where you will also find further information about the academy.

Completed applications should be returned to sleggott@theaxholmeacademy.com or by post for the attention of the Finance Officer. Visits to the academy are actively encouraged. Please call to arrange.

The Axholme Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure from the Disclosure and Barring Service. The full version of our Recruitment of ex offenders and the Disclosure and Barring Service procedure can be accessed at www.northlincs.gov.uk/northlincs/jobsandcareers

Closing date: 1st July 2019 at 9am.

Person Specification and Job Description

Art and Design, Textiles, Food Technology, Music and ICT Support Assistant

Scp: 1

Reporting to: Head of ICT & Technology

Directed by: Teaching Staff

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Maths and English at grade C or above, or equivalent 	<ul style="list-style-type: none"> Evidence of additional qualifications: ICT, Textiles, Food Technology, Art and Music Driving Licence First Aid
EXPERIENCE	<ul style="list-style-type: none"> Good knowledge and passion for: <ul style="list-style-type: none"> ICT Textiles Food Technology Art and Design Music Experience in handling equipment, tools and different materials Working with young people and other colleagues Working independently Willingness to undertake specific subject training 	<ul style="list-style-type: none"> Experience working within subject areas: <ul style="list-style-type: none"> ICT Textiles Food Technology Art and Design Music
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> A good working knowledge of some of the subject areas Able to contribute effectively to ensure the success of departments Good literacy, ICT, numeracy and presentation skills Good organisational skills Awareness of responsibility towards the safeguarding of students Comply with all The Axholme Academy policies and procedures 	<ul style="list-style-type: none"> Knowledge of GCSE practical requirements Basic knowledge of Health and Safety within a workplace – for example hygiene within Food Technology and safety using the ICT and Textiles equipment
PERSONAL QUALITIES AND CHARACTERISTICS	<ul style="list-style-type: none"> Proactive and uses initiative Flexibility to manage multiple workloads from different areas Ability to work under pressure and meet deadlines Establish positive relationships with students, staff and outside suppliers Commitment to the promotion of equal opportunity 	

<p>SPECIFIC TO THE POST / JOB DESCRIPTION</p>	<p>Ability to :</p> <ul style="list-style-type: none"> • Use own initiative to prioritise and organise tasks • Liaise with staff to discuss requirements within each subject area • With the Head of Department, create a manageable timetable of regular responsibilities and allocate appropriate time throughout the week • Prioritise and organise own workload in order to meet the diverse and immediate needs of the working day • Liaise with Heads of Departments and finance department regarding purchases • Communicate with people within both the Academy and external organisations • With guidance from teaching staff, purchase, organise and prepare ingredients, equipment and materials for Food Technology, Textiles and Art and maintain stock levels • Prepare canvases and boards for painting, framing of students art, ordering and collection of art materials, organisation and storage of equipment • Prepare materials, fill up bobbins, thread up sewing machines, set up dyes and use the heat press • Clean / store / dispose of equipment within each department under the supervision/direction of the teaching staff within that department • Daily/weekly/termly cleaning of specific areas - some examples: paint pots, brushes, ovens, fridges, cupboards, aprons etc. • Weekly checks, monitoring and replacement of ICT equipment – mice / keyboards • Carry out department reprographics as directed • Assist the Project Manager in setting up/dismantling subject area displays for the departments for displays around the academy, presentations and open evenings • Setting up equipment for lessons as directed by teaching staff • Good knowledge of and adherence to health and safety requirements and procedures • Attend staff training when required
--	---

The Art and Design, Music, Food Technology, Textiles and ICT Support Assistant may be required to carry out other duties as may be required as the role develops.

18 hours per week – allocation – Flexibility required

Example of allocation of hours*:

ICT (3 hours)

Food (3 hours)

Textiles (3 hours)

Art & Design Modelling (3 hours)

Art & Music (6 hours)

**example is for illustrative purposes only and may not reflect the actual amount of time allocated to each department.*

THE POST IS SUBJECT TO:

DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975.V YES NO

THE LEVEL OF DISCLOSURE FOR THIS POST IS:

BASIC DISCLOSURE - convictions not spent

STANDARD DISCLOSURE - for posts with children, young people, elderly, sick or disabled, administration of the law

ENHANCED DISCLOSURE - standard disclosure plus regular care, training, supervising young people

IS THE POST POLITICALLY RESTRICTED? YES NO

Completed by _____

Signature _____

Date _____