



Application Pack

DT and Art Technician



Be part of the
#DNAofNIA



Welcome to Northampton International Academy (NIA)

We're a large all-through school based in Northampton, proudly rated GOOD overall by Ofsted.

We're part of East Midlands Academy Trust (EMAT) and are dedicated to its vision that "every child deserves to be the best they can be". This commitment drives us to provide the best education for each and every young person.

This is lived out daily through our DNA of NIA philosophy and our values of collaboration, excellence and respect. We are a fully inclusive school, as shown by our rising intake of disadvantaged pupils, increasing representation of pupils from ethnic minorities, and our thriving pupil led Culture Committees.

This is an exciting time to be part of our NIA family, as we seek to energise our staff and embed the expectations that are already in place across the primary and secondary schools. Since my appointment as Executive Headteacher in February 2023, our school has improved rapidly and sustainably. We now have an improving reputation in our local community, and our recent Ofsted inspection resulted in the school being judged 'Good' overall.

Staff wellbeing is important to us, and when you become part of the #EMATters community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

If you would like to visit the school prior to applying, or would like an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in
Northampton International Academy.



Martin Serrao
Executive Headteacher



Post Description:	
Post title:	Art/ Design & Technology Technician
Responsible to:	Head of Department, Teachers, SLT
Liaising with:	Head of Department, Teachers
Pay range:	NJC 3-6
Contract terms:	Permanent
Closing Date:	12 th May 2025
Interview Date:	W/C 17 th May 2025

Job Purpose:

- Provide an essential, comprehensive technical service to teaching staff in the Art and Design Technology curriculum areas.
- Under the direction of the Headteacher, the postholder will be responsible for duties covering apparatus and materials for learning, initiating orders, health and safety of practical equipment and working areas and IT support.
- Working with the Art and Design Technology Teachers under the direction of the Directors of Learning

Responsibilities include:

Daily/Lesson Preparation:

- Prepare equipment before lessons.
- Prepare and order resources as required by the subject teacher prior to lessons.
- Ensure curriculum area resources are kept in optimum condition and stored correctly.
- Organise extra equipment for lessons.
- Regularly maintain the equipment and tools in the workshop and classroom areas.
- Empty and clean the dust extraction filters as required by the manufacturer; • Keep all classrooms organised and free from hazards.
- To assist staff in developing appropriate resources for teaching and learning.

General Duties:

- Under the direction of the HOD, ensure that all health and safety requirements are met and followed.
- Organise materials and tools in the curriculum areas.
- Ensure that equipment is properly cleaned, and that chemicals and other materials are appropriately stored; organise and catalogue specialist resources in curriculum areas.
- Assist with any exhibitions and displays and moderation of work.
- To provide support for teaching staff during practical lessons.
- To assist teaching staff in promoting and raising the profile of Art and Design Technology within and outside the school.

- Work as part of a team within the curriculum areas, assisting each other as and when required.
- To undertake such other tasks relevant to the work of the curriculum areas or the needs of the school as they may arise.
- To commit to the development of the STEM curriculum within the school.
- Maintain a learning environment in which students and staff can work effectively.
- Ensure the displays are current and of the highest standard, showcasing students' work, project work and artefacts.
- Transfer students' work to digital media as required.
- To organise and investigate the use of new technologies to support teaching and learning.
- Risk assessments associated with Art, Design Technology and Food e.g. classrooms, processes and machinery.
- Train, help, advise and provide support to staff and students, as appropriate, on use of equipment and materials within the curriculum areas.
- Check large machinery regularly.
- Maintain and repair equipment and apparatus.
- Deliver demonstrations to students, in conjunction with teaching staff in specialist areas where applicable; Work with individual students and support them on research projects.
- To be able to supervise and support Post 16 students when they are completing independent practical work.
 - To carry out other relevant duties as required by the HOD.

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Level 3 qualification in a relevant Art/Design Technology or Engineering field. • Certification in Health and Safety practices within a workshop environment. • Relevant IT certifications or training in CAD software. 	<ul style="list-style-type: none"> • Higher degree
Experience	<ul style="list-style-type: none"> • Extensive experience in developing and delivering engaging Art and Design curriculum at the secondary level, fostering student creativity and technical proficiency across diverse mediums." • Demonstrated ability to improve student outcomes in Art, evidenced by successful portfolio development and achievement in examinations, with a focus on individual growth. 	<ul style="list-style-type: none"> • Assist teachers in the preparation of teaching aids especially the preparation of cover worksheets and distribute them to classrooms. • Check that cover teachers have arrived. At the end of a cover lesson, check work is collected and room left tidy. • Assist in the supervision of activities during lessons to ensure pupils' safety e.g. in Art: lino printing, use of craft knives,

	<ul style="list-style-type: none"> Committed to ongoing professional development, actively seeking new techniques and approaches to enhance art education, including Workshop/Course and incorporating contemporary art practices into the curriculum. 	e.g. in DT: using pillar drill or scroll saw.
Knowledge and skills	<ul style="list-style-type: none"> Knowledge and experience of Art and DT H&S matters and procedures. Art and/or DT based training. Willingness to learn/attend courses. Organised, with good time management skills. Be flexible and able to work independently. Good written and verbal communication skills. Approachable, friendly, resourceful with a good sense of humour. 	<ul style="list-style-type: none"> Having good ICT Skills: Training can be provided by HOD. Knowledge of Microsoft Office (Word, Excel). Knowledge of CAD programs (Photoshop, 2D Design, Tinkercad, Fusion 360) Ability to use photocopier/printer/scanner to support teachers and provide support material for students.
Personal qualities	<ul style="list-style-type: none"> Reliable and able to complete tasks effectively without direct supervision. Good organisational skills. Flexible and prepared to take on a range of tasks. Able to communicate appropriately with young people and adults. Able to work as part of a team, contributing to the work of the Art and Technology curriculum areas. Practical/hands-on experience is desirable. Ability to show initiative and to prioritise one's own work and that of others. Ability to work as part of a team and individually. Self-motivating with the ability to multitask. 	<ul style="list-style-type: none"> Prepared to undergo further training if required Accreditation of appropriate Health and Safety Training standards or willing to be trained in these standards.

	<ul style="list-style-type: none"> Confident in the use of ICT. 	
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Compiled by:	Revision Number
Approved by:	Revision Date ____/____/____

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

How can I apply?

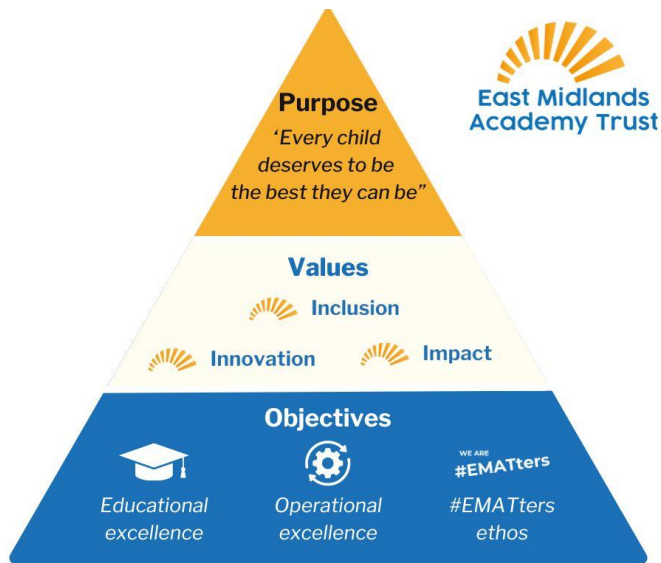
We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

Vacancy Closing Date: 12th May 2025

Interview Date: W/C17th May 2025

About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

Every child deserves to be the best they can be, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

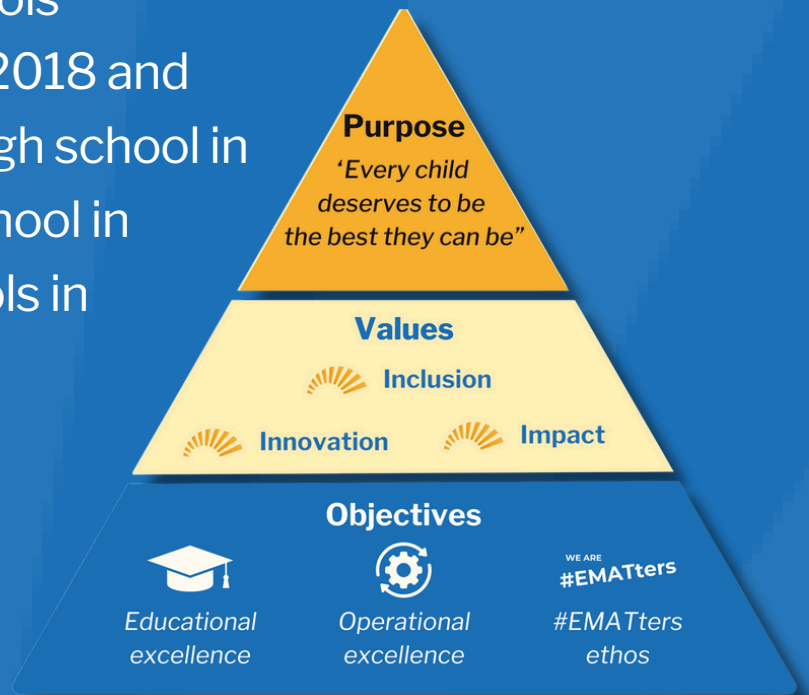
Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via hrqueries@emat.uk

Joshua Coleman
Chief Executive
East Midlands Academy Trust



About East Midlands Academy Trust

Our community of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



“Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

