



Croydon High School

for girls aged 3-18yrs

GDST
GIRLS' DAY SCHOOL TRUST

ART & 3D DESIGN TECHNICIAN

Required for September 2024

21.6 hours per week over 3 days (to be agreed)

Term time, with some additional days to be worked during school closure periods

GDST Support Grade 3

£31,108 per annum, pro-rated to £16,058



Information for applicants

Information for applicants

www.croydonhigh.gdst.net



The School

As part of the GDST (Girls' Day School Trust), a family of all girls' schools across England and Wales, Croydon High School is an exceptional independent day school for girls aged three to 18. It was the first 'all-through' GDST school and has a proud history of providing outstanding education for girls stretching back to 1874.

Our purpose-built campus in Selsdon, South Croydon, accommodates both the Junior and Senior Schools, as well as a sports' centre, on a sloping site of over 20 acres, three miles from the centre of Croydon. Bright, large classrooms are served by wide corridors and offer a superb learning environment.

Proud of its heritage, Croydon High School is also firmly focused on the future. Staff are supported by a Senior Leadership Team, under Head Annabel Davies, who consistently strive to move the School forward preparing girls to meet the challenges of the modern world.

Our staff are dedicated, inspirational and they love their work. Relationships between the staff and girls are supportive, proactive, and warm. We pride ourselves on managing the balance between offering challenge and supporting each girl to be the best version of herself that she can be.

The School is a community where every girl is valued. We tailor our approach in line with our mantra, *Every Girl, Every Day*, to ensure that we offer an exceptional education where everyone can aspire without limits. We want every girl to enjoy a learning experience – every day – that inspires her ideas, stimulates her curiosity, and motivates.

Croydon High is made up of pupils from a broad and culturally diverse range of backgrounds and the school recognises and hugely values the positive impact this has on all who work, teach and learn here. To support and enhance the educational and pastoral provision for all our pupils, we are fully committed to a recruitment policy in which job applicants are not discriminated against on the grounds of sex, race, disability, age, nationality, colour, ethnic or national origin, marital or civil partner status, pregnancy, sexual orientation, gender reassignment, religion, or belief.

"Your kindness, hard work and dedication ensured that I have had a wonderful year at school."

Thank you card to form tutor



Information for applicants

www.croydonhigh.gdst.net



Organisational structure

The Girls Day School Trust

The GDST owns and operates 23 independent girls' schools and sponsors two academies, delivering innovative learning to girls. From nursery, primary and prep school, throughout secondary school and Sixth Form, they learn in an environment where every girl thrives.

A Council of Trustees is legally responsible for the GDST's strategic direction, its activities and has oversight of the organisation. This includes ensuring financial viability and control, the safety and welfare of pupils, and the realisation of their duties as employers of all GDST staff.

Whether you are looking for a teaching or support role you will not only belong to a successful school, but also be part of the GDST network of valued and essential colleagues from a wide range of backgrounds. The GDST is committed to diversity, inclusion, and real change: a family where every individual is valued, respected and included.

The School Governing Body

Under the GDST governance arrangements, each GDST school is supported by a SGB who plays a valuable role in providing a high-quality education for our girls.

The SGB for Croydon High offers guidance, advice and critical oversight, bringing expertise from their varied areas of specialism. They support the Head and help the School to foster the excellence for which it is renowned in the local area.

The School Senior Leadership Team

Croydon High is managed and run by a Senior Leadership Team; including the Head of Junior School, Director of Philanthropy and External Relations, and Director of Finance and Operations alongside the academic leaders of the Senior School.



“Croydon High School is a great school to teach in and I have seen a lot of kindness in action in the past eight years that I have been here. I always feel well supported and empowered to have high aspirations for myself and my pupils.”
Junior School staff member

“Croydon High’s way – and the GDST way – is so exactly representative of an ideal workplace, in my mind. The way Croydon High is concerned for mental and physical wellbeing of pupils AND staff, the way you’re open to change, the way you’re welcoming to everyone from any and all backgrounds, the way you encourage healthy discussions around accountability and how to make progress and improve... Working in this kind of environment is a dream.”
Senior School staff member

Information for applicants

www.croydonhigh.gdst.net



The Art and 3D Design Department

We teach Fine Art and 3D Design throughout the School up to A level with the examining body Edexcel. We have excellent results with 100% pass grades and many pupils achieving top grades at GCSE and A level.

The Department advocates a philosophy of teaching and developing skills, knowledge and understanding in the younger pupils so that we can draw upon personal strengths and creative ideas as the pupils mature. Teaching operates within a structured syllabus and a disciplined working environment; critical and observational studies are embedded within the work throughout the Key Stages. The resulting range of work produced by the pupils is diverse and of exceptional quality, which has been positively commended by visiting moderators.

Pupils from Croydon High School have gone on to study at a range of Art Colleges and Universities; including Central St. Martins, Chelsea, Camberwell, UCA, Falmouth, Leeds and Loughborough. A number of pupils have gone on to study Architecture, Engineering, History of Art, Interior Design, Product Design, Product Engineering and Men's Tailoring.

The Department actively supports the involvement of visiting artists. These include our annual 'Masterclass' workshop for KS4 and KS5, which has been run by well-established artists such as Anthony Frost, Carolyn Genders, Rosie James and regular visits by The Royal Academy of Arts 'Outreach' team, with whom we have established close links over a number of years, who visit and teach life drawing classes to KS4 and 5. Teachers working in the Department are actively encouraged to develop their own work as practising artists and are expected to contribute to the thriving extra-curricular life of the school by offering a range of clubs and activities at lunch time and after school.

Pupils use a wide range of media; from traditional painting, printmaking and ceramics to newly introduced media, including textiles, photography and Adobe Photoshop. In 3D Design, pupils design everything from furniture to jewellery, and develop skills both in design and the use of materials, including wood, acrylic, metals and glass.

Facilities

- The Department consists of two art studios, a ceramics studio, textile studio, Sixth Form studio, two spacious 3D workshop areas and a photographic darkroom.
- Main Art Studio: Fully equipped for painting and printmaking, including easels, drawing boards, relief printing equipment, printing table and a small printing press and wide screen computer terminals, heat press, scanner, colour laser printer, A3 inkjet printer and an Interactive White Board.
- Ceramics Studio: Fully equipped for stoneware ceramics with separate kiln room fitted with two digitally programmed kilns as well as a glass kiln.
- Textiles Area: Six Bernina sewing machines, embellisher, and full sets of class equipment for batik and felt making.
- Sixth Form Studio: Consisting of two separate areas (Y12 & Y13) with space for individual workstations. The Studio is fitted out with easels, directional spotlighting, and a wide screen computer terminal.
- Darkroom: Three enlargers, SLR cameras, photographic lighting equipment, and complete set of black and white developing equipment.



- 3D Workshops: These two workshops are fully equipped for working wood, metal and plastics. In addition to a full complement of hand tools it also includes:
 - Lathe, fretsaws, pillar drills, and Bandsaw
 - Disc and belt sanders
 - Compressor, vacuum former, and strip heater
 - Convection oven, enamelling kiln, and brazing hearth CAD/CAM equipment – wide screen computers (Pro-desktop, 2D design and Photoshop software),
 - Jewellery and Silversmithing equipment including barrel polisher and rolling mills
 - Glass cutting and fusing materials
 - Two laser cutters
 - 3D printer



Job description

Role	ART AND 3D DESIGN TECHNICIAN
Job Purpose	To assist teaching staff with the supervision of practical work and helping small groups or individuals to use machinery, tools and other equipment.
Accountable to	Head of Art and 3D Design
Accountabilities	<ul style="list-style-type: none">• Preparation and clearing away of equipment and materials used for lessons and co-curricular activities.• Day to day maintenance and visual checking of machinery and equipment in the department to ensure it is safe and fit for purpose (sewing machines, clay kiln, 3D machinery and dark room).• Keeping the department well organised, ensuring its smooth running and operation.• Overseeing sound health and safety practice and reporting any observations to relevant staff.• Health and safety termly meetings.• Keeping up-to-date records of maintenance (in-house or external).• Ensuring safe storage of equipment and materials.• To anticipate and monitor stock levels within the department and re-order when necessary.• To keep account and record of department budget and expenditure.• To assist in the setting up and dismantling of the annual Art and Design Exhibition including hanging work and the making of props and display aids for pupils' work.• Support and run when necessary outreach programmes.• Support Open Days, Open Evenings and events where necessary. <p><i>Other duties include:</i></p> <ul style="list-style-type: none">• To effectively operate the sewing machines, clay kiln and photographic dark room.• Minute taking at Departmental meetings.• The display of art and 3D design work around school and within the Department.• Overseeing the safe storage and organisation of pupils' work.• Sourcing new materials and equipment when needed.• Liaising with outside suppliers and consultants.• Liaising with other departments within the School, e.g. caretaking and marketing, in regards to department needs.
General requirements	<p>All School staff are expected to:</p> <ul style="list-style-type: none">• Work towards and support the school vision and the current School objectives outlined in the School Development Plan.• Support and contribute to the school's responsibility for safeguarding pupils.• Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors.• Contribute towards organising, participating in or delivering on the school's programme of co-curricular activities.• Work within the GDST's Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective.• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, colleagues and any external personnel.• Engage actively in the performance review process and training and development opportunities available.• Adhere to policies as set out in the GDST Council Regulations, the Hub and GDST guidance and communications.• In accordance with GDST policy, provide cover for absent colleagues.• Participate in meetings at the school which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements, or for any purpose as reasonably decided by the Head.

- Carry out duties such as supervising pupils at break or lunch, as reasonable.
- Support pupils and colleagues by attending some school productions, functions, trips and events as appropriate, and contributing, where possible, to the wider life of the school.
- Carry out such other associated duties as are reasonably assigned by the Head.

Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Skills Required

Ability to prepare teaching materials and resources	Essential
Ability to use language and other communication skills to which children can relate	Essential
Able to advise and assist students	Essential
Ability to work effectively with other colleagues	Essential
Ability to show initiative and to work with minimal supervision within an agreed framework	Essential
Be organised and able to prioritise	Essential
Experience in using tools/equipment	Essential
Experience of using sewing machines	Essential
Experience of using clay kiln	Essential
Experience of using photographic dark room equipment	Desirable
Experience and knowledge of photography and digital imaging	Desirable
Experience of using workshop machinery	Desirable
Experience of setting up exhibitions, presentations, demonstrations and shows	Desirable

Knowledge

Good knowledge of the use of technology	Essential
Basic knowledge of Health and Safety requirements	Desirable

Qualifications/Attainment

A good standard of education	Essential
------------------------------	-----------

Experience

A good working knowledge of schools	Essential
Experience in an Art Technician role/3D Design Technician role	Essential
Experience of working with a range of Art/3D Design materials and techniques	Essential

Attitudes/Approach

Ability to be professionally discreet and maintain confidentiality on all school matters	Essential
Willingness to adopt a flexible approach to all directed tasks	Essential
Willingness to work as part of a team	Essential
Willingness to undertake appropriate training	Essential
Be enthusiastic and committed	Essential

Information for applicants

www.croydonhigh.gdst.net



How to apply

An application form should be downloaded from our website <https://www.croydonhigh.gdst.net/vacancies/> completed and, together with a supporting letter addressed to the Head, be emailed to hr@cry.gdst.net.

Closing date for applications: 12.00pm noon, Monday 29 April 2024.

Any candidate wishing to seek additional information on the role, or application process, should contact the HR & Compliance Officer by email: hr@cry.gdst.net

The school reserves the right to appoint at any stage during the recruitment process.

Safeguarding

Croydon High is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection checks appropriate to the post, including online searches and checks with past employers and the Disclosure and Barring Service.

A copy of our School Safeguarding and Child Protection Policy (CHS) and Whole School Recruitment, Selection and Disclosure policy (including employment of ex-offenders) can be found [here](#) on our website.



Working at Croydon High

As part of the GDST we offer a variety of benefits, such as:

- Competitive salaries and pay progression
- Extensive professional development opportunities
- Training grants for obtaining further qualifications
- Access to the GDST central training and development programme
- Generous pension schemes
- Life assurance benefit
- Free school lunches
- Up to 50% discount on fees for children at GDST schools
- Interest free loans for training, computer purchase or season tickets
- Cycle to Work scheme
- Employee Assistant Programme
- Retail and lifestyle discounts
- Financial guidance and support
- Competitive terms and conditions of employment

There are, however, many more good reasons to work with us.

Location

By rail:

Nearest stations are South Croydon and East Croydon, followed by bus journey (64, 433) to the School.

By tram:

Nearest stop Gravel Hill, followed by bus journey (64, 433) to the School.

By bus:

Routes 64, 409, 412, 433 all have stops within a short walk from the School.

By car:

Postcode CR2 8YB for Sat Nav.

By bicycle:

There is a cycle rack for those wishing to cycle.



Croydon High School, Old Farleigh Road,
Selsdon, South Croydon CR2 8YB

Head: Ms Annabel Davies

Head of Juniors: Miss Sarah-Jane Pendleton

www.croydonhigh.gdst.net

Juniors

Tel: 020 8260 7508

Email: juniors@cry.gdst.net

Seniors & Sixth Form

Tel: 020 8260 7500

Email: seniors@cry.gdst.net



Croydon High School

for girls aged 3-18

G D S T

G D S T
GIRLS' DAY SCHOOL TRUST

The Girls' Day School Trust is a Limited Company. Registered in England No. 6400
Registered Charity No. 306983. Registered Office: 10 Bressenden Place, London SW1E 5DH.