



BUTE HOUSE

ART AND DT TECHNICIAN RECRUITMENT PACK



JOB DESCRIPTION ART AND DT TECHNICIAN

- ↗ **8.30AM – 4.00PM (2 DAYS PER WEEK) 8.00 – 5.00PM (1 DAY PER WEEK), TERM TIME ONLY**
- ↗ **TERM TIME INCLUDING INSET DAYS, (NB NO HOLIDAYS TO BE TAKEN DURING TERM TIME)**

Role: To assist the Head of Creative Arts in running a busy and friendly Art and DT department, and to support him in providing a creative and fun learning environment for our pupils to include a variety of Art and Design and Technology techniques.

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**EVERY
GIRL RUNS
HER OWN
BEST
RACE**



KEY RESPONSIBILITIES:

- ↗ To support the Head of Creative Arts and the Design and Technology Teacher in the studio in delivering the Bute House curriculum to the pupils. To help make the learning environment a place to inspire and encourage the children and to help maintain a positive atmosphere and sense of community.
- ↗ To demonstrate techniques and equipment to pupils and to help support children who may have a range of learning styles.
- ↗ To assist the Creative Arts team with preparing technical aspects of lessons.
- ↗ To help prepare resources for lessons.
- ↗ To help with displays around the school.
- ↗ To manage and maintain department equipment.
- ↗ To help Head of Creative Arts develop new initiatives for the department
- ↗ To carry out general admin work such as photocopying, laminating, filing etc
- ↗ To monitor, order and maintain stock items and equipment as needed
- ↗ To ensure the studio is kept tidy
- ↗ To attend training as required
- ↗ Any additional jobs given by the Head of Creative Arts commensurate with this role.





BUTE HOUSE

PERSON SPECIFICATION

| Essential | Desirable |
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| <p>Qualifications</p> <ul style="list-style-type: none">· Appropriate qualifications to undertake the duties of an art and design technician e.g. Art qualifications, GCSE, HND, City and Guilds, or equivalent.· First aid at work certificate or willingness to undertake this. | <ul style="list-style-type: none">· A Level or degree in Creative Arts· Teaching Assistant qualification |
| <p>Experience and Knowledge</p> <ul style="list-style-type: none">· Awareness of and interest in current developments in Art and Design;· An understanding of current Health and Safety regulations;· Good ICT skills in respect of Art technologies, computer aided design, Ceramics and administrative programmes e.g. Word, Excel etc., preferable.· Experience of having worked within an artistic environment, preferably with an educational setting. | <p>Experience as an Art or DT Technician in a school</p> <p>Experience supporting primary aged children in a classroom environment</p> <p>Knowledge of primary Art and/or Design Technology curricula</p> |
| <p>Skills and Competencies</p> <ul style="list-style-type: none">Excellent communication skills in speech and writing when conversing with children and adults;Excellent organisational and administrative skills;Excellent interpersonal and skillsThe ability to work pro-actively within a team. | <p>Skills in art media</p> |



Personal Attributes

- Be creative and practical
- Act in a supportive and child-centered manner
- Be organised and efficient
- Be willing to work collaboratively
- Show patience, kindness and alignment to the Bute House values
- Be adaptable and reliable
- Be committed to learning
- Be reflective and committed to self development
- Be a good role model to pupils

BUTE HOUSE VALUES

At Bute House, we value not just what students know, but how they approach learning. We celebrate curiosity, resilience, and a willingness to try new things. We look for students who embrace opportunities, respond positively to guidance, and enjoy growing both academically and personally.

We believe in fostering a love of lifelong learning to prepare our girls for the challenges of an exciting future that we may not yet be able to imagine. Our approach enables all girls to achieve high academic standards, without unnecessary competition and pressure and we are proud of our non-competitive academic ethos. We utilise our generous ratio of staff to pupils, creating small bespoke groups, allowing the girls to move through the curriculum with appropriate pace and challenge.

We believe the best way to support our pupils is with excellent teaching. We prioritise professional development and expect all members of our team to be committed to their own professional growth. Our system of mentoring and coaching is designed to encourage individuals to pursue their own strengths and to take an interest in developing their own professional knowledge of current best practice and sharing this with their colleagues.



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**WE ENCOURAGE OUR
PUPILS TO BE BRAVE,
CURIOS, INCLUSIVE
AND INDEPENDENT**

SIAN BRADSHAW, HEAD



BUTE HOUSE

OUR COMMUNITY

↗ VALUING EVERY BACKGROUND

We warmly welcome children from all educational experiences, including state schools, and recognise the variety of topics, class sizes, and learning opportunities they bring.

80%

↗ CELEBRATING OUR DIVERSITY

We are proud of our vibrant, multilingual community, where around 80% of students speak an additional language at home. Our diverse staff body are excellent role models for pupils and each other.

↗ COMMUNITY SPIRIT

Bute House has developed strong community partnerships with local schools and our neighbours. We are proud that all staff play a part in charitable and partnership activities.

↗ SCHOOL CULTURE

At Bute House, our values-driven culture places kindness, respect, and integrity at the heart of everything we do, creating an environment where every individual feels valued and supported.





BUTE HOUSE

BUTE HOUSE STAFF BENEFITS



 COLLABORATIVE WORKING ENVIRONMENT

 INDIVIDUALISED CPD OPPORTUNITIES

 PERFORMANCE LINKED PAY PROGRESSION

 GENEROUS EMPLOYER PENSION CONTRIBUTION

 STAFF WELLBEING PROGRAMME

 FREE LUNCH DURING TERM TIME

Please submit your completed application form to the email address below, along with a 1 page letter of application. In line with safer recruitment requirements CVs will not be accepted.

If you have any questions or would like to hear more about working at Bute House, please contact Natalie Humphrys, Director of People and Development



Phone Number
+44 (0) 207 603 7381



Email Address
recruitment@butehouse.co.uk



Website
www.butehouse.co.uk