

A close-up, slightly blurred portrait of a woman with light brown hair and black-rimmed glasses. Her eyes are looking directly at the camera. The background is a soft, out-of-focus blue-grey.

# IBELONG

Candidate brief  
Creative Arts technician/assistant



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# ABOUT OUR SCHOOL AND STAFF

**For more than 30 years, Southbank has stood at the forefront of providing a world-class education to children and young people from London's international community and the UK.**

Visit any of our five campuses in the heart of London and we're sure you'll be impressed by the diversity of our students and their academic excellence and social skills. Currently, they come from over 60 countries and speak around 20 languages.

At Southbank, over 800 children and young people study one of three inspiring but challenging International Baccalaureate (IB) programmes:

- Primary Years Programme (ages 3–11) – Hampstead and Kensington
- Middle Years Programme (ages 11–16) – Westminster
- Diploma Programme (ages 16–19) – Westminster

Absolutely key to the delivery of our IB Programmes, and our continuing success, are our teachers and administrative staff. Our aim is to attract employees from around the world who can help maintain and grow our reputation as a centre for outstanding teaching and learning. In particular, we seek to appoint people who encourage a global perspective and educational adventure, while practising the highest standards of professionalism.

In return, we offer all members of our team a competitive salary, an excellent range of benefits and many opportunities for career progression. In addition, some new employees may be entitled to a relocation package, depending on their location when they are offered a position at Southbank.

## **SAFEGUARDING OUR STUDENTS**

Southbank is committed to safeguarding and promoting the welfare of children and young people. This means we will undertake pre-employment checks before any appointment is confirmed. These will include an enhanced Disclosure and Barring Service (DBS) check and overseas police checks in any countries that a candidate has lived in for longer than three months since the age of 16.

# OUR CAMPUSES



## KENSINGTON

### Primary Years Programme

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Our Kensington campus consists of two adjoining Victorian villas located in the stunning Notting Hill area of London. Facilities include an IT lab, a music room and two sound-proofed practice rooms, a library / media centre, and a hall which is used for many purposes, including lunches, sport, school 'town meetings' and concerts. There is also a large garden with a climbing frame, sandpit and a wide range of toys and equipment for children to enjoy.



## HAMPSTEAD

### Primary Years Programme

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Our Hampstead campus is a purpose-built building located in one of London's leafiest suburbs. It features excellent learning facilities including a vibrant library, a bespoke art room and a Music room with performance and teaching space. Our Edible Courtyard offers a quiet space for vegetable and flower growing, as well as birdhouses and bug hotels.



## PORTLAND PLACE (WESTMINSTER)

### Middle Years Programme

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Our Portland Place campus is spread across two large Grade II listed mansion blocks. It features a wealth of excellent facilities, including five science labs, a computer lab, art and music rooms, a small hall / theatre, and two libraries featuring networked computers. Because of Portland Place's close proximity to Regent's Park, we host a wide range of sports and outdoor activities in the royal park. Nearby, students also have the opportunity to visit many famous London locations.



## CONWAY STREET (WESTMINSTER)

### Middle Years Programme and Diploma Programme

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Our Conway Street campus is a striking, modernised building located a few minutes' walk from Warren Street and Great Portland Street underground stations. It features a wide range of high-quality facilities, including a science lab, art studio, social space / hall and language suite, which is set across four storeys. We're also particularly proud of our Library Resource Centre (LRC) at Conway Street. It offers access to over 3,800 books, DVDs, audiotapes, magazines, local and national newspapers and university prospectuses.



## CLEVELAND STREET (WESTMINSTER)

### Middle Years Programme and Diploma Programme

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Our Cleveland Street campus opened in September 2018 and allows an additional 219 students to benefit from the Southbank experience. Spread over five floors, it features a wide range of different environments, including specialised classrooms, a large common space on the top floor, study and learning pods, and a design technology lab in the basement. As requested by students, the new campus also features calming colour schemes and living moss walls which bring nature indoors.

# THE INTERNATIONAL BACCALAUREATE

**The International Baccalaureate (IB) was founded as a progressive non-profit educational foundation in 1968. Initially, it developed a Diploma Programme to help children acquire the necessary skills and knowledge to live, learn and work in a rapidly globalising world.**

By 1994, the IB had introduced its Middle Years Programme for students aged between 11 and 16. It then added the Primary Years Programme for children aged 3 to 11 in 1997; and in 2012, it launched its Career-related Programme for students between the ages of 16 to 19.

Today, the IB works with over 4,000 schools in 148 countries and offers its four programmes to over one million students. At Southbank, we're delighted to be one of these schools. Every year, we see how the IB programmes help to develop inquiring, knowledgeable and caring young people.

We also share the International Baccalaureate's overall aim to create a better and more peaceful world through the understanding and respect of different nationalities and cultures.

For further information about the International Baccalaureate, please visit [southbank.org](http://southbank.org) or [ibo.org](http://ibo.org), the official website of the International Baccalaureate.

## HOW IB PROGRAMMES DIFFER FROM OTHER CURRICULA

- They encourage students of all ages to think critically and challenge assumptions.
- They are developed independently of government and national systems, and incorporate quality practice from research and IB's global community of schools.
- They encourage students of all ages to consider both local and global contexts.
- They develop multilingual students.

# WELCOME TO COGNITA SCHOOLS

**Cognita Schools was successfully launched in 2004. Since then, we have worked hard to build a great family of schools around the world. Currently, we have 67 schools in Europe, Latin America and South-East Asia.**

We employ over 5,000 teaching and support staff who are responsible for the education and care of more than 30,000 students.

We value and respect the individuality of all our schools, with each one retaining its own unique ethos, as well as curricula and programmes that are tailored to the needs of its students and parents. Wherever in the world you visit a Cognita school, you will find empowered school leaders, committed teachers and students who are enthusiastic learners.

**Everyone in Cognita is connected.**

## OUR PURPOSE

Inspiring and empowering children within a caring environment to achieve more than they believe possible.

**Cognita Education has three key ingredients:**



### Academic

—  
Pursuing academic excellence for every child



### Character

—  
Developing character



### Global

—  
Connecting with a global community

# JOB DESCRIPTION:

## CREATIVE ARTS TECHNICIAN/ASSISTANT

### REPORTING TO:

HEAD OF FACULTY (CREATIVE ARTS)

**HOURS:** 8.15AM - 4.45PM

### SUMMARY

The Creative Arts technician/assistant works under the direction of the Head of Faculty for Creative Arts. Their tasks involve supporting the work of arts teachers and students to ensure that they:

- make the best use of the time they spend in the classroom/studio
- use equipment safely

Technician/assistants play a crucial role in ensuring the effective delivery of the arts curriculum at Southbank. The role mainly involves the provision of:

- technical support for the visual arts, ensuring that equipment is functioning properly and is ready to use, and that the correct materials and equipment are available for specific lessons.
- administrative support for the visual arts, such as monitoring inventory and placing orders in consultation with teaching staff
- administrative support for the performing arts and peripatetic/extra-curricular music and drama programmes, mainly in the areas of timetabling and communications
- classroom support for specific lessons

Sometimes the Creative Arts technician may work closely with teachers and students to explain or demonstrate materials or techniques or how to use equipment, as well as helping teachers with a class project. At times, the role will require some flexibility of working hours

### RESPONSIBILITIES:

#### OUTSIDE OF THE CLASSROOM

- Create and maintaining records of inventory, particularly for the Visual Arts
- In liaison with the art teachers, ordering materials in two different locations, checking when they arrive and speaking with suppliers when necessary.
- Check that materials/equipment are in order, cleaned, labeled, organised and stored
- Organise maintenance of workshop equipment: sewing machines, printing press
- Help ordering and organising display stands and materials for art shows

- Complete timely safety checks on materials and equipment
- Purchase specific materials for some lessons.
- Become familiar with suppliers and finding new suppliers
- Maintain safe storage of more dangerous equipment such as blades and flammable sprays, adhering to school health & safety and COSHH policies
- Undertake First Aid training as required
- Coordinate and/or create of music timetables and rehearsal schedules for music/drama performances
- Creation and/or production of arts event programmes
- Provide technical support for relevant faculty events, including rehearsals, performances and exhibitions some of which may be off-site
- Maintain and renewing Creative Arts displays

#### INSIDE THE CLASSROOM

- Check and prepare materials, resources, and equipment for daily use, and prepare materials for long term projects. To check that equipment is provided at the start of lessons and that it is returned at the end.
- Prepare materials and equipment for individual lessons, helping during some lessons, particularly 3D support, textiles and supporting clean up at the end of a painting class or practical class
- Liaise with teachers to discuss timetables, equipment requirements and work plans
- Occasionally work alongside teachers during designing and making activities to aid student progress as and when required.

#### PROFESSIONAL DEVELOPMENT

- For the benefit of the school and their own professional development, is regularly appraised and is expected to engage fully with, and derive as much possible benefit from, the appraisal procedure
- Establishes, with the help of school management, an individual strategy for professional development, for the benefit of the teacher and faculty/school
- Collaborates with colleagues on departmental/faculty, as well as whole-school, course and curriculum development

#### OTHER RESPONSIBILITIES

- Attends school meetings, as required, and contributes constructively to them
- Meets all deadlines set by school management
- Follows the school's policy on email, including the checking of emails at least once a working day, responds to them as



quickly as possible, and follows the school IT Acceptable Use Policy

- Participates in the wider life of the school
- Helps promote the progress and welfare of individual students and is fully familiar with all school compliance policies and procedures, including those on pupil welfare, health and safety
- Contributes to the maintenance of high staff morale, and to team building

## **SAFEGUARDING RESPONSIBILITIES**

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

This job description is liable to variation to reflect changes in the requirements of the post.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the relevant Cognita Safeguarding: Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Child Protection Officer/ Designated Safeguarding Lead or to the Principal, or make a referral directly to the local child protection authorities.

# PERSON SPECIFICATION

## CREATIVE ARTS TECHNICIAN/ASSISTANT

Essential	Desirable
Relevant support and/or teaching experience	
Proven record of reliability and flexibility	
Strong knowledge of arts equipment and classroom processes	
Strong administrative skills	

# OVERVIEW OF EMPLOYEE BENEFITS

Southbank aims to offer every member of our team a competitive salary, a range of great benefits and excellent opportunities for career progression.

**Our benefits include:**

- Competitive salary
- Childcare Vouchers
- Cycle to Work Scheme
- Eye Tests
- Pension
- School Fees Discount (conditions apply)
- Annual Salary Increment
- Interest free season ticket loan
- Computer Loans
- Generous maternity/paternity conditions
- 'My Staff Shop' - staff shopping discount scheme

Staff recruited to work at Southbank may also be entitled to a relocation package, dependent on the location of the individual at the point of hire.

Further information about benefits will be provided upon appointment.

## HOW TO APPLY

We are delighted that you are interested in joining Southbank International School.

We welcome applications from qualified, experienced teachers looking for a vibrant, challenging and rewarding teaching experience.

**Teaching candidates are evaluated on four key areas:**

- High-quality teaching practice
- Contribution to learning area and curriculum development
- Relationships with students, staff and parents
- Contribution to the whole school.

**To apply, please do the following:**

- Visit [www.southbank.org](http://www.southbank.org)
- Download the appropriate application form
- Complete the form and email it to [jobs@southbank.org](mailto:jobs@southbank.org)
- Please note: CVs are not acceptable for any role.

# JOBS AT SOUTHBANK

**For all our latest vacancies,  
please visit [www.southbank.org](http://www.southbank.org)**

**If you have any queries about a  
position, please contact us on  
[jobs@southbank.org](mailto:jobs@southbank.org)**

**Southbank Kensington (3–11 years)**

36–38 Kensington Park Road, London W11 3BU

**Southbank Hampstead (3–11 years)**

16 Netherhall Gardens, London NW3 5TH

**Southbank Westminster (11–19 years)**

63–65 Portland Place, London W1B 1QR

17 Conway Street, London W1T 6BN

379 Euston Road, London NW1 3AU