



Stoke Newington School  
& Sixth Form

# Recruitment Pack

## Photography Technician

### Immediate Start

Compassion



Ambition



Resilience



Excellence



# Contents

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|                               |                |
|-------------------------------|----------------|
| <b>Headteacher's Welcome</b>  | <b>Page 3</b>  |
| <b>Staff Benefits</b>         | <b>Page 5</b>  |
| <b>Job Advertisement</b>      | <b>Page 8</b>  |
| <b>Job Description</b>        | <b>Page 9</b>  |
| <b>Personal Specification</b> | <b>Page 14</b> |



# Headteacher's Welcome

Dear Applicant,

A warm welcome to Stoke Newington School (SNS) and thank you for your interest in the post for **Photography Technician**. This is an exciting time to be working with us as we move forward to enhance our offer, so we achieve outstanding academic outcomes and close the gaps in student achievement.

We are an oversubscribed school with a diverse and enthusiastic student intake reflecting our local vibrant community. Our recent Ofsted inspection (July 2022) recognised us as a "Good" school with many strengths. Our students are "proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils," and "teachers have strong subject knowledge and are passionate about their subjects."

Photography is a very popular subject at Stoke Newington School. Our art offer incorporates weekly lessons of Photography to KS5. We have excellent facilities including dedicated dark room and access to a number of ICT suites.

You must have excellent interpersonal skills, a strong team ethic, drive, determination, energy, and the highest expectations of every student. You must be committed to excellent provision for our students.

We are committed to our pledge of being an anti-racist school and strive to have a workforce reflective of our school body. Applicants from Black and Global Majority backgrounds are strongly recommended to apply.

Best wishes,

Zehra Jaffer  
Headteacher





## Equality at SNS

**We are incredibly passionate about creating a fair and equal community within our school. We set out these objectives to achieve and maintain an environment where every young person feels valued, cared for, and empowered to succeed.**

### **Objective 1**

Actively close gaps in attainment and achievement between pupils and all groups of pupils; especially pupils eligible for free-school meals, pupils with special educational needs and disabilities, looked after children and pupils from minority ethnic groups.

### **Objective 2**

Reduce the incidence of the use of racist, homophobic, biphobic, transphobic and sexist language by pupils in the school.

### **Objective 3**

Promotion of cultural understanding and awareness of different religious beliefs between different ethnic groups within our school community.

### **Objective 4**

Monitoring and promotion of the involvement of all groups of pupils in the extra-curricular life of the school, including leadership opportunities, especially pupils with special educational needs and disabilities.

## Performance

You can view and download the full 2022 Ofsted report [here](#). For performance tables and more statistics about our school, please visit our page on the [Department for Education website](#).

## Staff Benefits

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.



### Development and Training

Quality continuing professional development is essential to ensure everyone maintains and enhances the knowledge and skills necessary for a positive learning environment. As practitioners, we seek to be well-informed about recent evidence-based research. At SNS, we allocate time to implement strategies so teaching practice maximise the learning in the classroom. The SNS Teaching and Learning Hub is the teacher training, professional development, and quality assurance element of our school. The Hub, led by the Assistant Headteacher leading on Teaching and Learning together with the Lead Practitioner and Early Careers teacher Mentor, provide support and expertise to staff and departments across the school.

### Flexible and Family Friendly

We know it can be challenging finding the right work-life balance. We want the absolute best people to work in our school, and so we want to support flexible working. We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. The number of part-time staff is above average for similar schools, and we always try to accommodate if the timetable and resources permit. It is important that staff who are parents, do not miss important milestone events, such as your child's first day at school or graduation. Where we can, we will support these important



moments. As part of our admission policy, staff members with children who wish to attend SNS are given a priority school allocation.

## Pensions



Pensions are an important part of our life planning. We understand that and we want to make it as easy as possible for you to access the right pension scheme for you. When you join SNS, you are eligible to join the relevant pension scheme.

## Health and Wellbeing

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.

A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.

All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health, and wellbeing professional, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

## Getting to Work

**By public transport:** Season ticket travel loans are available so staff members can take advantage of discounted annual fares for travelling to work by public transport.

**By car:** We have on-site parking. Applications will be considered on an individual basis. Please note, Stoke Newington School resides on a School Street which means you cannot enter Clissold Road between 8.30am-9.30am or 3pm-4pm. You can leave the road at any time.

**Cycle Scheme:** We encourage all staff to walk or cycle to work if possible. The school's Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

### Discounts

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.

### SNS Staff Association

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.





# Job Advertisement

## Photography Technician

Required for Immediate Start

**Scale 5 - £29,816 – £31,147 per annum**

**Monday to Friday, 8:00am – 4:00pm, 36 hours per week, term time only**

### The School

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is especially committed to creative teaching and learning. We aim that every colleague has excellent professional development which leads to every student having an outstanding education. Stoke Newington School is dedicated to being anti-racist, and inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence, and skills for all in our community to challenge racism.

### The Post

The post would suit someone who is keen to work with young people, is a strong team player, has excellent organizational skills and a welcoming manner. Applicants should have A level in Photography or equivalent relevant experience. Experience working in a relevant discipline in a learning environment is essential. Applicants should have an enthusiastic, flexible and professional approach to working, and work well under pressure.

### How to Apply

If you are interested in joining our team please apply via Schrole using [this link](#).

Please note that we will no longer be accepting applications made via the application form.

The closing date for receipt of applications is **midday Monday 9<sup>th</sup> February**.

Interviews to take place in person on **Friday 13<sup>th</sup> February**.

*Our school is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. The successful applicant will be required to undertake pre appointment vetting checks in line with Keeping Children Safe in Education statutory guidance including an Enhanced DBS check. References will be sought and online searches will be carried out for all applicants invited to interview.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*





# Job Description

**Title of Post:** Photography Technician

**Salary:** Scale 5, £29,816 – £31,147 per annum

**Reporting to:** Head of Art & Photography

## Post Purpose:

- Manage specialist curriculum/resource function to enable outstanding teaching and learning.
- To be an organised Photography technician and support all Photography Exhibitions.
- To run a series of after school workshops on Photography for staff and pupils.
- Provide general support in a specific curriculum and resource area, including preparation and maintenance of resources and support to staff and pupils.

## Main duties and responsibilities:

### Support for Pupils:

- Use specialist skills/training/experience to support pupils undertaking a wide variety of courses including GCSE, A Level and BTEC as required by Head of Department.
- Support pupils in accessing learning activities under the guidance of the teacher.
- Support students in the use of general and specialist equipment and materials including darkroom facilities, wide-format exhibition printing and photocopying.
- Management of an equipment loan system to staff and students including laptops, cameras etc.
- Ensure the safe digital and physical storage of student work.
- Liaise with the IT Dept for maintenance of IT equipment.
- To work on portfolio presentation with Year 13 students in Photography and Art.

### Support for Staff:

- Be responsible for creation and maintenance of purposeful, orderly and productive working environment.
- Be responsible for timely and accurate preparation and use of specialist equipment/resources/materials.
- Liaise with digital portfolio providers and manage the set up and maintenance of student digital portfolios.
- Train and support staff in use of digital portfolios.
- Production of community lesson/work plans, worksheets, plans etc within an agreed system of supervision.
- Design posters and leaflets promoting the work of the Photography Department.
- To develop and maintain a digital resource bank for the Photography Department.
- Make arrangements for workshops and out of hours classes, including booking external tutors, room preparation etc.



- Take a role in planning, development and organisation of systems/procedures/policies.
- Manage records, information and data, producing analysis and reports.
- Promote and ensure the health and safety and good behaviour of pupils at all times.
- Technical support in and invigilation of Photography examinations.

#### Support for the Curriculum:

- Be responsible for the management of stock levels, including ordering, checking deliveries, raising queries, monitoring of a budget in liaison with the Head of Photography and regular audit of resources.
- Be responsible for maintenance/quality/operation/safety of specialist equipment, including the darkroom, studio lighting, printers and photocopiers, dealing with faults and training as appropriate.
- To maintain the asset register for the Photography Department.
- To organise logistical arrangements for external trips and visits (eg bookings, transport etc).
- To take a lead on display within the Photography area and communal areas of the school, including setting up the annual photography exhibition, moderation displays for external examiners and external exhibitions, clearly supporting the ethos of creativity and identifying the school as a Specialist in Media Arts.
- To be responsible for the printing of work for external moderation using both large and small format printers.
- To support the wider work of the school as directed e.g. LGBT, Black History Month, Creative Days, liaising with other departments and members of staff as appropriate. This will involve ordering, displays and organisational arrangements.
- To organise and participate in trips within the UK and abroad to support the Photography Curriculum, including booking, recording money, travel arrangements and ensuring risk assessments are completed by the lead teacher.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Provide specialist advice and guidance as required.
- Deliver learning activities to students within an agreed system of supervision in specialist area.

#### Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.



- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Be responsible for the provision of out of school learning activities within relevant discipline e.g. clubs, extra-curricular activities within guidelines established by the school.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

## General requirements:

- Enhanced DBS check
- Strong commitment to furthering equalities in both service delivery and employment practice.
- The post holder must always carry out his/her responsibilities with due regard to Hackney Education policy, organisation and arrangements for health and safety at work.
- It is your responsibility to carry out your duties in line with Hackney Education policy on equality and diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or encounter.

## Equal Opportunities

- Understanding of the different social backgrounds of students.
- Understanding of the needs of different students, and the appropriate policies and strategies to support them.
- Understanding of the needs of bilingual students.
- Commitment to equal opportunities across all groups of staff



# Person Specification

|                       | Essential  | Desirable   |
|-----------------------|--|---|
| <b>Qualifications</b> | <ul style="list-style-type: none"><li>• A Level photography or equivalent experience in relevant discipline</li></ul>  |   |
| <b>Experience</b>     | <ul style="list-style-type: none"><li>• Experience working in a relevant discipline in a learning environment.</li></ul>   | <ul style="list-style-type: none"><li>• Experience working in and maintaining a darkroom.</li><li>• Experience of display and exhibiting work</li></ul>   |
| <b>Knowledge</b>      | <ul style="list-style-type: none"><li>• Knowledge of photography specialist equipment/resources</li><li>• Knowledge and understanding of photography practice</li><li>• Working knowledge of relevant policies/codes of practice/legislation</li></ul>   | <ul style="list-style-type: none"><li>• Working knowledge of relevant polices/codes of practice/legislation.</li><li>• Working knowledge of national curriculum in specialist area, according to particulars of the post.</li><li>• Understanding of statutory frameworks relating to teaching, according to particulars of the post.</li></ul> |
| <b>Skills</b>         | <ul style="list-style-type: none"><li>• Excellent numeracy/literacy skills.</li><li>• Effective use of ICT to support learning,</li><li>• Use of specialist equipment/resources.</li><li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li><li>• Ability to work using own initiative and with minimal supervision.</li><li>• Ability to prioritise and meet deadlines.</li><li>• Ability to relate well to children and adults.</li><li>• Effective use of ICT to support learning including Photoshop</li><li>• Ability to actively seek learning opportunities to develop skills</li><li>• Display a commitment to the protection and safeguarding of children and young people</li><li>• Ability to be creative and inspire young people</li></ul> |   |



|                   |  |  |
|-------------------|--|--|
| <b>Behaviours</b> | <ul style="list-style-type: none"><li>• Genuine passion for and a belief in the potential of every student</li><li>• Belief that every student should have access to an excellent education regardless of background</li></ul> |  |
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