



WELLNESS  
 AMBITION  
 TOGETHERNESS  
 CONFIDENCE  
 HONESTY

# CHOSEN HILL SCHOOL AND SIXTH FORM



## IT/AV Technician Candidate Information

*October 2023*







**WELLNESS**  
**AMBITION**  
**TOGETHERNESS**  
**CONFIDENCE**  
**HONESTY**

- WELLNESS:** ensuring that our work supports the emotional, social and physical health of our staff and students
- AMBITION:** a focus on high expectations and aspirations for our students to achieve amazing outcomes
- TOGETHERNESS:** high performance comes from an environment of trust and support. We need to build and maintain strong community links beyond the school
- CONFIDENCE:** positive feedback, celebration and a coherent knowledge-rich curriculum that gives students self-belief and esteem
- HONESTY:** a willingness to give and receive developmental support alongside strong culture of rigourous and frequent evaluation in order to be better every day.

# Welcome to Chosen Hill School

Thank you for your interest in this very important position at Chosen Hill School.

Chosen Hill School is a happy school where students, staff and parents work closely in partnership. Self-belief, aspiration and mutual respect are key drivers in the pursuit of a culture of excellence. Our aim is that every individual will experience success. That doesn't come magically – it is the result of hard work, perseverance and commitment by the student; good teaching, encouragement and feedback from staff.

Key to a student's success is their attitude to learning and, here at Chosen Hill, we place emphasis on students developing a growth mindset, where students are encouraged to take ownership and responsibility for their learning, whilst being fully supported to do so by a broad, balanced and stimulating curriculum, a rich extracurricular and cultural offer and professional student support services.

You will find a picture of life in a dynamic community where students grow in confidence, independence, leadership and resilience, not only in their lessons, but in the breadth of Chosen Hill School's provision. We are very proud of our tradition of student leadership and ensure that students have many opportunities to contribute to the development and success of the school and to act as role models for younger students – from Year 9 Junior Prefects to Year 11 Prefects, from membership of the Year and Whole School Councils to the Sixth Form Leadership Team and House Captains – our young people take responsibility at every stage in their school careers.

We have the highest expectations of our young people, not simply in their progress in learning, but in how they grow as good citizens. We want our students to be people we would be proud to know as our family, friends and neighbours. When our young people go out into the world, we want them to make a very positive difference. The ethos of the school is that we all help and look out for one another. We have an impressive record of community and charity work both here and abroad, from the hosting of our own Race for Life events to World Challenge students supporting the building of new school buildings in Malawi. We encourage our students to develop as caring and responsible citizens.

Our school is at a very exciting point in its improvement journey. The vision for the school over the next five years is best summed up by our WATCH (Wellness, Ambition, Togetherness, Confidence and Honesty) words which underpin all decisions made by the school. I believe that a strong creative and practical offer for our students is essential to providing a broad and engaging curriculum and I look forward to welcoming successful shortlisted candidates to hear more about how they could help us to develop this further at Chosen Hill School.

**Matthew Pauling**  
**Headteacher**



# Chosen Hill School Leadership Arrangements

The Senior Leadership Team includes the Headteacher, two Deputy Headteachers, four Assistant Headteachers and the Business Manager.

The structure comprises of Heads of Faculties for: English, Maths, Science, BUSIT (Business and ICT), DART, Physical Education, Modern Foreign Languages, Performing Arts and Humanities.

A faculty further comprises of Assistant Faculty Leads and Subject Leads.

In conjunction with faculties there are whole school coordinator roles with specific cross school briefs.

## Chosen Hill Sixth Form

Our Sixth Form community is a successful, thriving and forward-thinking group of individuals who are dedicated to reaching their full potential and preparing for the world beyond school. Our vision to equip students with the skills and knowledge they need to succeed in future life underpins everything that we do. We inspire confidence and ambition in our students through a challenging curriculum and a supportive environment. Our Sixth Form students feel very much part of our whole school community, and this is demonstrated through their actions and successes.

Our students display a love for learning both within the classroom and the wider school community. We have an excellent Student Leadership Programme which allows students to build teamwork, communication and problem-solving skills. Our Sixth Form students inspire, lead and support our younger school community through academic support in lessons, House Leadership, Sports and transition activities.

We welcome all students who meet our entry requirements and have a desire to better themselves. We will provide support and challenge so that all students can reach their goals. The steps towards securing a place in our popular sixth form start with our Open Evening, followed by one-to-one guidance meetings, attending our Sixth Form Taster Day, bridging work and eventually enrolment and induction day.

We have a dedicated, purpose built Sixth Form facility with supervised space for Directed Study. We have a suite of IT rooms and Study rooms for group and individual work. We have social space with a canteen outlet to provide space for building friendships and making lasting memories.

All our staff are supportive and inspiring professionals with a desire to ensure that our students realise and exceed their full potential both academically and personally.

Each Sixth form student has a specialist Learning Mentor who will support them with individual academic mentoring. Our learning mentors will provide guidance on preparation for Universities, Apprenticeships and the world of work. In addition to this, we have a dedicated KS5 Futures Lead who works closely with all Sixth Form Students to provide up-to-date guidance and support regarding next steps.

Our students are resilient, ambitious and well prepared for life beyond school. We always have a focus on high expectations and aspirations to ensure our students achieve successful outcomes.





# Pastoral System

Chosen Hill School has a long tradition of strong pastoral care and support based on mutual respect and high expectations. We recognise that the modern world is an increasingly challenging place for young people with the rise of social media and the pressures of academic assessment. We have a well-resourced and focussed student services provision alongside our pastoral leaders to provide strong support and guidance for students both for the day to day needs and for more specific support. The quality of this provision is recognised by the school's award as a Mental Health Champion and Healthy School's status.

Each student is part of a Learning Mentor Group with one key adult as their first port of call each day in the form of their Learning Mentor. The Learning Mentor is the first person to whom a student will turn for help or advice and the first point of contact at the school for parents. Each Learning Mentor group is attached to one of our four Houses – Carne, Whittle, Masefield and Scott.

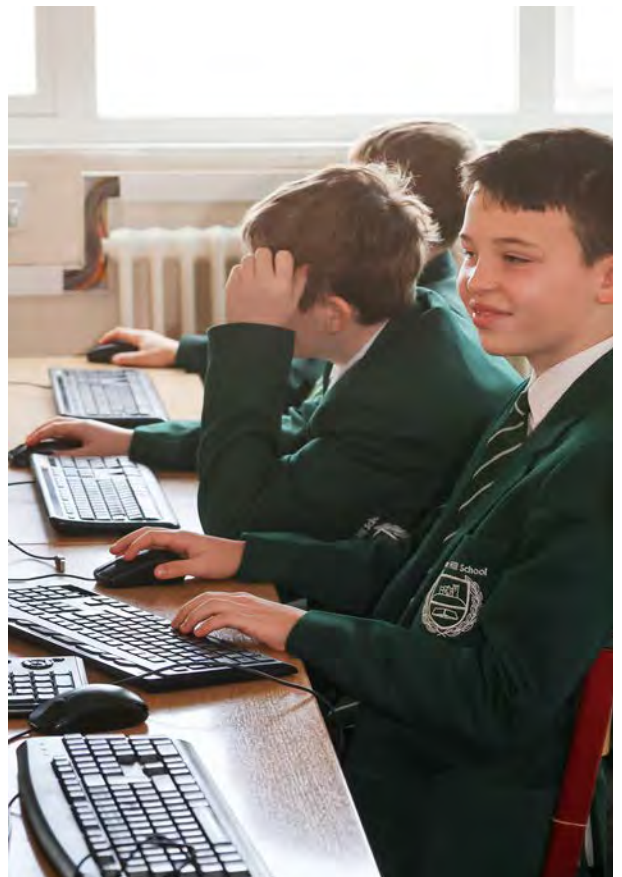
Each year group follows a richly resourced Learning Mentor programme delivered by the Learning Mentor which focuses on Literacy, Numeracy and personal, cultural and social development in the KS3 and study skills, exam skills, personal and leadership development and futures guidance in the KS4.

Each year group is overseen by a Year Lead – Progress Coordinator who oversees the progress and development of each child in the cohort, focusing on their academic and personal progress and development and ensuring each student receives the support and guidance they need to remove any barriers to learning.

Each curriculum phase receives strategic oversight from a Senior Progress Coordinator.

## Learning Mentor Role

- To be a Learning Mentor to an assigned group of students in line with contracted hours.
- To promote the general progress and well-being of individual students and of the Learning Mentor Group as a whole.
- To liaise with Year Leads to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to the Personal Development Curriculum according to school policy
- To apply the Behaviour management systems so that effective learning can take place.

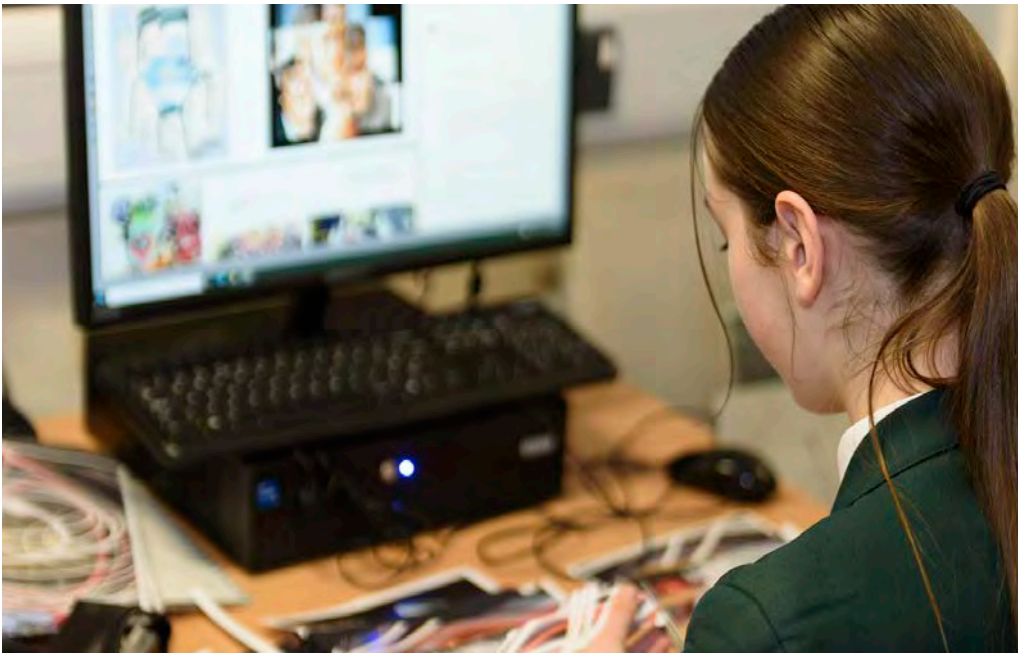


## IT Services Department

The IT Services department is a small, compact team consisting of an experienced Senior IT Technician and an IT technician. The team have the additional support of an experienced IT Network manager from another local secondary school, who is based in Chosen Hill school one day a week.

The IT Services department plays an integral role in both the day to day running of the school network and the strategic development of the IT infrastructure. The school has undergone transformational change with regards to the IT network and hardware at the school, and the IT Services department has been fundamental to this.

The successful applicant will join a hard-working, forward thinking team who are focused on supporting high quality teaching and learning at the school.



# IT/AV Technician

**Closing date for applications: 31st October 2023 at 11:59pm**

**To apply for the post, please complete the application form in ETEACH**

**Interview Date: To be confirmed**

**Start date:** As soon as possible

**Salary:** Support Staff Grade 4: Point 6-8 £21,968 to £22,777 per annum pro rata  
Actual: £18,453 to £19,132

**Contract:** 37 hours per week, Term Time Only.

We are seeking to appoint a self-motivated IT technician to give support to the Senior IT Technician in the day to day management, of the school's ICT infrastructure. Duties are varied and the successful candidate will need to be proactive, use initiative and respond calmly to a wide range of challenges that a busy school environment produces.

Chosen Hill is well resourced and depends upon the use of ICT to support effective whole school leadership and management and fundamentally, to support engaging and challenge teaching and learning in the classroom. Providing a first class, efficient and effective ICT support service must be a key priority for the successful candidate.

Whilst experience in an education setting would be useful, it is not essential. The successful candidate will need to demonstrate their ICT experience, resilience, and organisational skills. You should have excellent communication and interpersonal skills as well as a positive approach to working effectively with all members of the school community.

Benefits of working at Chosen Hill School include:

- Support from an experienced IT Department
- Full training, although knowledge of IT systems is required
- First Aid at Work qualification
- Local Government Pension Scheme with generous employer contribution
- Cycle to work scheme
- Employee Benefits including – free coffee, free onsite parking, employee assistance programme, free breakfast, an increasing programme of staff social events, on site car valet service, free flu vaccinations, staff counselling including regular reflective supervision.

## **Recruitment Checks**

The Headteacher and The Governing Body of Chosen Hill School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We require all new employees to complete an enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed, or resigned from, a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background to the offence.

As part of our due diligence within safer recruitment, school will be carrying out online searches to help identify any incidents or issues which may need to be explored at interview. These searches will include, but will not be limited to, Facebook, Instagram, Twitter and Google.



# IT/AV Technician

Post title: IT/AV Technician

Reporting to: Senior IT Technician

Liasing with: Staff  
Students  
SLT  
External IT providers

Working Time: 37 hours per week. All year round.

Salary/Grade: Scale 4, Point 6-8

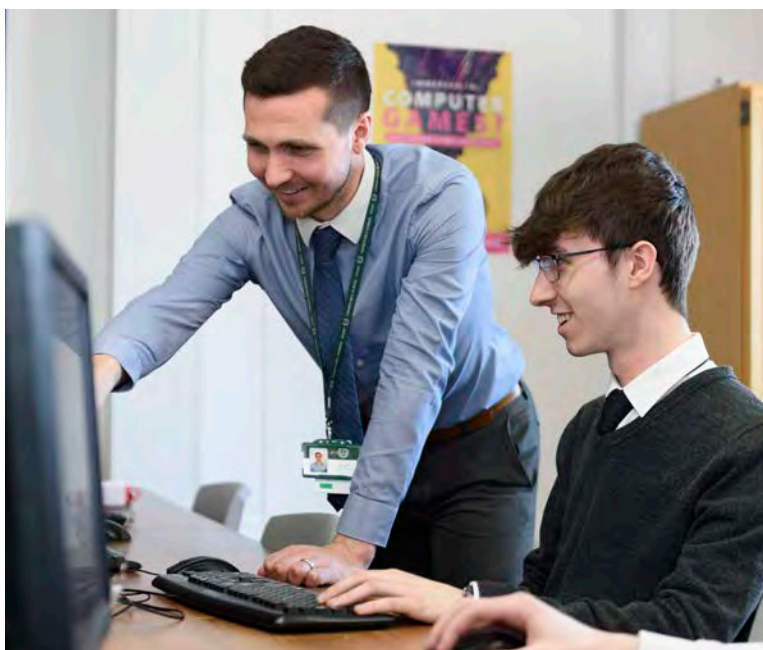
Disclosure Level: All positions are subject to an enhanced DBS check as standard practice

## Main (core) Duties:

The specific duties and responsibilities pertaining to the Receptionist/Administrator are to be read in conjunction with the School's Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.

## Specific Duties:

- To maintain and develop the school's IT resource for safe, effective use by the pupils and staff.
- To support and advise pupils and staff in the appropriate use of IT.
- Provide the first and second level of technical support to users relating to all IT, telecoms, Audio Visual equipment and stage lighting and controllers (henceforth referred to as "IT equipment").
- Install new IT equipment and install operating systems and software onto them as directed. Maintain network access rights including creating individual new user accounts and archiving old ones.
- Ensure that all IT equipment is kept clean, tidy and in a safe condition.
- Undertake daily, weekly and monthly, routine and non-routine checks, maintenance, calibration, cleaning and fault investigation.
- Assist with the provision and support of IT equipment associated with assemblies, meetings and other presentations.
- Assist with the preparation of IT equipment for open evenings and other similar events that may occasionally require out of hours working.
- Maintain and repair IT equipment, liaise with third-party maintenance and repair companies or seek specialist assistance in order to ensure safe and efficient operation.
- Diagnose and resolve workstation operating system and software problems, independently where possible but seeking advice when necessary.
- Maintain standard "images" for school desktops and assist in rolling out new versions of the image as well as distributing software updates.
- Assist in the daily and monthly backup routines.





- Ensure the safe storage of equipment, materials and the disposal of waste and hazardous material in line with relevant regulations, guidelines and school procedures.
- Maintaining records of stock (including annual stock taking) and loans of equipment and materials, identifying when new stock is required and taking receipt of stock deliveries.
- Ensure the maintenance of the fixed asset register for IT.
- Maintain the IT knowledge base on Sharepoint to make sure it is up to date.
- Assist teaching staff as directed and undertake other duties and responsibilities commensurate with the post.
- To provide assistance where required within a classroom environment, with bookings for equipment and delivering these devices to the requested classrooms.
- Assist in the maintenance and installation of the school CCTV cameras in conjunction with third parties.
- Assist in the maintenance and installation of the school's access control system and associated peripherals in conjunction with third parties..
- Work within the requirements of Data Protection at all times.
- Assist with staff training in IT.

### **Essential Skills and Qualifications:**

- GCSE English and Maths at C/4 or above.
- IT qualification and experience

### **Essential Personal Attributes:**

- Ability to work as part of a team and on own initiative and with resilience.
- Self-motivating with the ability to multi-task
- Good interpersonal skills, and the ability to enthuse and motivate others, and work with people at all levels.
- Flexible and adaptable

### **Practical Skills:**

- Ability to work as part of a team and on own initiative and with resilience.
- Self-motivating with the ability to multi-task
- Good interpersonal skills, and the ability to enthuse and motivate others, and work with people at all levels.
- Flexible and adaptable

### **Staff Development:**

- Ability to work as part of a team and on own initiative and with resilience.
- Self-motivating with the ability to multi-task
- Good interpersonal skills, and the ability to enthuse and motivate others, and work with people at all levels.
- Flexible and adaptable
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### **Employee Responsibilities:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- To support the school in meetings its legal requirements for worship.

- To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### **Health and Safety:**

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

### **Special Conditions:**

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.





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# CHOSEN HILL SCHOOL AND SIXTH FORM



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