



Job Application Pack Art & DT Technician

Permanent, Full Time, Term Time Only
Salary: Grade 6, Points 7 to 12: £25,584 to £27,711 (FTE)
Actual salary: £22,006 to £23,835 per annum

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy is an exciting and rewarding place to work. The Academy has a history of very successful exam results and prides itself on providing high quality education to the student population that we serve, no matter their background. All staff are highly valued as part of this.



Considerable time and energy is devoted to supporting our staff in becoming the best that they can be. The Academy recognises that each employee is as important as the other in contributing to the outstanding education we provide; employees are given the opportunity to attend and be part of extensive training programmes within their specialist area to develop the key skills to facilitate their career path. We believe in innovation, risk taking and welcome new ideas that people can bring to the Trust drawing from experiences in other workplaces.

Bluecoat Wollaton is a Church of England Academy and is proud of its Christian ethos, and respectful of all faiths. We work closely with the Diocese of Southwell and Nottingham but welcome staff and students irrespective of their background. At the heart of Wollaton is the belief that all students are unique and valued by God. Our mission statement sums up what we stand for: *'Believe; in yourself, in others, in God'*

In addition to the 'Outstanding' grading at the last SIAMS (Church of England) inspection, in May 2018 the school was also judged as 'Outstanding' by Ofsted in all areas, testament to the hard work of staff and students who are passionate about the school and its 'family' approach. It is also (January 2020) a 'World Class School' given in recognition of both its outcomes and student leadership opportunities with less than 60 secondary schools in the country having obtained this quality mark.

We are truly inclusive and pride ourselves on the diversity of our students and employees that attend and work at our Academy. The Academy - and our wider Multi Academy Trust - are committed to ensuring staff are given full training to develop in their chosen career paths, dedicating significant time to this for staff each Thursday so that they can work in subject teams or within their own wider development that is personal to them, for national qualifications for instance.

Visitors frequently comment on how the children are polite and keen to learn at Wollaton and they are explicitly taught about kindness and the need to "Work hard; show respect" which is part of the culture. This wider ethos is yielding excellent outcomes and the academy has accelerated its progress rapidly to be among the top performing schools in the country and the highest in the city.

New staff will also find a staff body who are drawn together for a common purpose and who are exceptionally welcoming and supportive to ensure that workload and well-being are considered when implementing ideas. The strong teams in place in the school are well supported by the leadership of the school.

We are truly inclusive and pride ourselves on the diversity of our students and employees that attend and work at our Academy. The Academy is committed to ensuring equal opportunities for all.

Our Schools

Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



Bluecoat Aspley
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



Bluecoat Beechdale Academy
Believe, Belong, Achieve

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



Bluecoat Primary
believe in yourself, in others, in God

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



Bluecoat SCITT Alliance
Nottingham

Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



Bluecoat Bentinck Primary Academy

Bluecoat Bentinck Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck
Primary Academy

Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook
Academy

Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



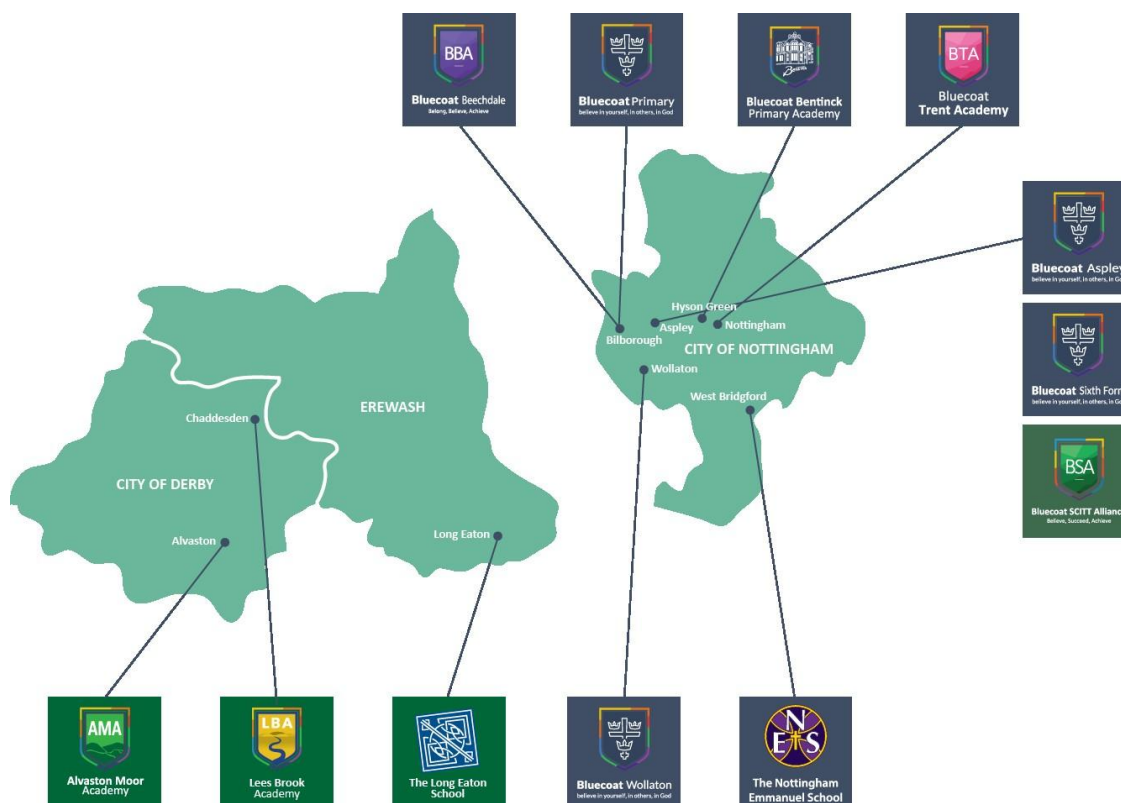
Alvaston Moor
Academy

The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



School Locations



The Vacancy

Bluecoat Wollaton Academy are seeking to appoint a creative Art & Design Technician to support our vibrant and innovative department. In this hands-on role, you'll provide technical expertise and practical support to students and staff, helping to create a stimulating and engaging learning environment. You'll assist in setting up equipment and materials for lessons, maintaining tools and machinery, and ensuring health and safety standards are met. Your contributions will inspire creativity and enable students to explore their artistic and technical potential.



The role will be based at the Trust's Bluecoat Wollaton Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.

Applications

For more information about Bluecoat Wollaton Academy and the vacancy, please visit www.bluecoatwollaton.co.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 19th May 2025

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.



Working Together, Transforming Lives

Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

Job Description

POST TITLE: Art & D&T TECHNICIAN

Grade: Grade 6

Responsible to: Head of DT

JOB PURPOSE

To support the teaching and learning in Design Technology and Art Department by providing technical assistance in practical lessons and supporting key students. To ensure that resources, materials and equipment required in order to facilitate practical lessons is organised and available at all times.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - ☐ Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

Support the Classroom and Students

To implement the strategic plan for the subjects by:

- Agreeing objectives and operational plans which will promote and sustain department improvement
- Supporting students with their practical work in lessons by providing technical support, whole class demonstrations and one to one student support; support with lunchtime intervention for GCSE and vocational courses.
- Providing technical support during examinations.
- Providing opportunities for the use of appropriate new technologies to achieve excellence
- To support in the promotion of Design Technology events within and outside school, including the preparation and the maintenance of interesting and stimulating displays in workshop areas.
- To contribute to the delivery of extra-curricular opportunities,

- Contributing to the primary and secondary school partnerships through development work for transition activities, induction days and other promotional activities.

To support the leadership of the department and work collaboratively with DT Technicians for the allocation of resources to support teaching and learning at all levels by:

- Supporting effective teaching and learning by organising the equipment and resources in a planned systematic way.
- Designing, developing, maintaining and testing specialist resources that meet the requirements of the schemes of work and offering professional guidance to students and teachers on the practical aspects of the curriculum.
- Monitoring the upkeep of the laptop trolley according to school procedures
- Assist with the development of resources by making of models and fixtures and designing and making of jigs, fixtures, racks, tool trays.
- Operation of audio-visual equipment and arrangement for appropriate maintenance and servicing.

Health & Safety

To take responsibility for health, safety and security including risk management by:

- Ensure the implementation of the school's health and safety policy, including the monitoring and publication of risk assessments in line with Health & Safety procedures.
- Undertaking routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard, within the capabilities of the technician.
- Maintaining the first aid equipment in the workshop area, administering first aid for minor injuries, and keeping accurate records and referring students to a qualified first aider if necessary.
- Undertaking a First Aid qualification to support the needs of the school.

Administration

To contribute to the effective organisation and management of the department by:

- Implementing effective record keeping and administration systems across the department, advising the teachers on any improvements which can be made in this respect
- Maintenance of stock and breakages records, monitoring stock control, obtaining quotations, compiling orders, checking deliveries, maintaining appropriate records and storage as appropriate.
- To take responsibility for monies paid by students for the purchase of items, including education materials bought by the school.
- Complete risk assessments and support the DLC in ensuring health and safety policies are adhered to.

To establish effective relationships and communication across the school by:

- Building professional relationships with students in lessons, in and around the school and through extracurricular clubs, following the schools Behaviour for Learning Policy.

Professional development and training

- Regularly review own practice, setting personal targets and taking responsibility for own continuing professional development (CPD)
- Attend departmental and school wide meetings in line with the school calendar

Staff Conduct

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

Dress Code

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Five or more GCSE C grade or above (or equivalent)	*	
First Aid at Work qualification		*
EXPERIENCE		
Experience of working with Art & D&T equipment		*
Knowledge of Art & D&T practical sessions	*	
Ability to make preparations for practical work for Art & D&T curriculum	*	
Knowledge and understanding of construction		*
A working knowledge of ICT	*	
Awareness of Health and Safety procedures		*
Experience of dealing with suppliers and outside agencies		*
Experience of working with staff and students in teaching and learning		*
PROFESSIONAL SKILLS		
Excellent written and oral communication skills	*	
Excellent organisational and administrative skills	*	
Good interpersonal skills	*	
Ability to problem solve and use own initiative	*	
Plans, prioritises and manages own tasks and work time effectively, managing conflicting demands effectively	*	
Keeps up to date with pertinent information and local initiatives. Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training	*	
PERSONAL QUALITIES		
Confidence and independence	*	
Ability to work unsupervised and independently understanding Academy roles and responsibilities and your own position within these	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Good time management skills	*	
Ability to work flexibly	*	

Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Academy	*	
Possesses or must be willing to train for the “First Aid at Work” or “Emergency First Aid at Work” qualification approved by the HSE as requested.	*	
Suitability to work with children. Enhanced DBS check to be undertaken on appointment	*	