



Chulmleigh College

Nothing but our best

Design & Technology Technician Candidate Pack

Closing date: Monday 28 April 10am

Interview date: Thursday 8 May



COMPASSION AMBITION TEAMWORK



Welcome to Chulmleigh College and thank you for requesting this pack.

The successful candidate will be joining the College at a point where five years of growth has been stabilised and secured: with every year group fully subscribed. Our reputation across Devon is such that we are the chosen school for many families who live a great distance outside our designated transport area. This is because they like the way we operate as a school; valuing tradition and concentrating on ensuring pupils achieve highly and behave very well. Those visiting the school always comment on how well-mannered our pupils are.



Colleagues like this school because it is one in which they can concentrate on teaching the subject they love, as opposed to spending time dealing with difficult behaviour, poor resourcing or incongruent demands.

We are seeking to appoint an enthusiastic and highly organised individual to support our Department of Creative Technologies. The successful candidate will need to be flexible as tasks vary from day to day and candidates must be prepared to work with, and assist, our committed and hardworking pupils at Key Stage 3 and Key Stage 4 (ages 11 -16) in a very busy practical environment. We want a team player and someone who will work hard alongside friendly and professional colleagues to raise standards further.

Our GCSE results are consistently amongst the best in the region, due to an approach beginning in Year 7, which is then applied consistently throughout the school. We follow the EBacc GCSE Curriculum for the overwhelming majority in Key Stage 4 and encourage our pupils to challenge themselves and achieve their full potential.

Good behaviour, hard work and excellent manners are at the heart of our school and we welcome applications from candidates who share our values and approach. This is a great school to teach in.

Michael Johnson
Executive Headteacher Chulmleigh College
CEO Chulmleigh Academy Trust



We are looking for someone who:

- Has good communication skills
- Can work on own initiative
- Is flexible and positive
- Can work well under pressure
- Is practical and organised
- Has a willingness to learn and develop new skills
- Has a good understanding of Microsoft (Word, PowerPoint, Excel)
- Enjoys working with children
- Has good numeracy and literacy skills
- Can demonstrate practical knowledge and problem-solving strategies
- Has excellent inter-personal skills
- Is reactive to non-routine problems
- Is able to prioritise tasks



Chulmleigh College

About Our School



Chulmleigh College is a successful and ambitious rural secondary school with a strong reputation for high standards. The progress of our pupils is consistently amongst the best in the region. In 2024 our Progress 8 Figure of +0.86 placed us in the top 5% of schools nationally.

The College was totally rebuilt a few years ago, with the completed buildings opening in 2017. Numbers have grown substantially in recent years, from 500 to the current roll of 750, and most year groups are oversubscribed; due to both our excellent reputation and the College's successful transport service, which brings in approximately 25% of our pupils from outside the school catchment area.

We aim to create ambition and inspiration and want our young people to achieve all that they can in a safe, caring and well-disciplined environment. We commit ourselves to providing a learning experience which ensures high challenge, inspires, and provides both the range of qualifications and the start in life which will last forever. We aim for our young people to have the foundation and independence they need to make the progress they are capable of, building resilience for their future lives.

As a school we value courtesy, hard work and respect, and set high standards of behaviour; promoting self-discipline, resilience, responsibility and working together as a community.

We offer a broad and rich curriculum, enhanced by excellent extra-curricular activities; our outdoor education in the form of Ten Tors and Duke of Edinburgh is particularly strong. As well as having high academic achievement, we also have a proud record in sport, music, drama and art.

Our pupils read an astonishing amount of literature and develop themselves by making the most of the array of opportunities available. This is all possible because teaching and support staff create the best opportunities for our pupils. We are very proud of our team, who work hard to make our school a happy place where we learn together in a formal, warm environment. We are also proud of the excellent relationships we have with our pupils, families and friends within the community.

Chulmleigh is a Saxon hilltop market town in North Devon, near the Mid Devon border. It lies near the banks of the Little River Dart, and is surrounded by rolling hills, woods and farmland. With Exmoor and the North Devon coast to its north, and Dartmoor and the city of Exeter to its south, Chulmleigh is in a beautiful part of the county and is easily accessible from all other areas.



Our Values

Compassion

Compassion is caring about others, behaving towards them with humanity, generosity, and concern, and caring about other people's struggles. It is a skill which has benefits; treating others with compassion means they are likely to treat you, and others, back in kind.

We recognise the uniqueness of each circumstance and every child in the Trust, liaising closely with families and work to show appropriate compassion for our pupils and community.

Ambition

We work hard to help pupils develop a strong sense of ambition: the appetite for challenge and the determination to look beyond the horizon for inspiration. Whilst we recognise that children have different talents and abilities, we nevertheless expect each pupil to work hard and make significant and tangible progress. Our ultimate aim is to help them to achieve the best results possible, providing a wide range of options for their next stage in life.

Teamwork

Teamwork is an essential communication and social skill and includes compromise, collective effort, active listening, effective speaking and providing support for a group. We encourage our pupils to learn how to listen and be independent, in order to perform their individual roles and function as a cohesive unit, and how to respectfully and confidently express their ideas and opinions effectively in a group setting.

Our shared goal is to ensure that pupils leave us not only with excellent exam results, but also with confidence, resilience and the ability to make their mark as young people heading out into the world.

WE GIVE NOTHING BUT OUR BEST



Design & Technology forms part of our Creative Technologies Department alongside Computer Science. Under the leadership of our Head of Creative Technology, Mrs Jones, the department coordinates subject-specific programmes of study for each area, but with opportunities for collaboration and cross-curricular links across the three subjects. This approach has brought teaching staff together that would otherwise be working in isolation, offering support, challenge and opportunities for professional development.

Each of the subjects within Creative Technology have a curriculum allocation of one hour per week in Key Stage 3. The uptake of GCSE Food and Nutrition (AQA) and GCSE DT (Edexcel) is strong, with Computer Science offered at GCSE level to a smaller number of pupils. The department is housed in the most recent phase of our school rebuild, with excellent facilities and access to ICT. In addition to the teaching staff, the department are supported by a Technician allocation of 1.5 fte.

Examination outcomes in the department have been consistently high with the 2024 Progress 8 Score for Design Technology at +0.47 and Food and Nutrition at

+0.26. The progress and performance of pupils within the department is consistent with the high academic standards of the school as a whole.

There is a friendly and professional culture within the department, with colleagues taking the opportunity to spend time together on a regular basis to share ideas, support progress and to have a regular departmental lunch.



**Job Title: Design & Technology Technician****Status: Permanent, 30 hours per week x 39 weeks per annum****Grade D****Start Date: September 2025**

Job Purpose Including Main Duties and Responsibilities:

The postholder will contribute to the safe and effective running of the Creative Technologies Department, providing support to the Design and Technology teaching staff to enable them to efficiently deliver the curriculum. The postholder will be directed by the Head of Creative Technologies, working within laid down procedures. On occasions the postholder will need to be able to exercise initiative using additional skills and knowledge. The postholder will have the opportunity to have a degree of autonomy creating a rewarding and valuable role.

Main Responsibilities Supporting Learning

- Assist in the classroom and workshop to ensure pupils are working safely when using specialist equipment and materials.
- Supporting pupils 1:1 on specialist equipment and tasks.
- Work to develop inclusion of all pupils within a lesson.
- Preparing materials for class use and for individual pupils as directed by teachers.
- To carry out risk assessments for activities when required and give health and safety advice to pupils.
- Be the nominated first aider for the Creative Technology Department
- Maintain all necessary safety signs adjacent to classroom equipment.
- Prepare classroom displays.

Managing Resources

- Clean and maintain hand and machine tools, checking and sharpening edge-tools to ensure safety and reliability. This will include minor repairs.
- Undertake machine testing of all technology equipment and keep records to evidence checks.
- Catalogue, maintain and repair resources to ensure all materials are safe and available as required. Organising repair or maintenance from qualified professionals when appropriate or necessary.

- To control and store safely all chemicals, flammables and specialised solutions, ensuring that all current Health and Safety and COSHH regulations are adhered to.
- Maintain the good order and organisation of the workshops and classrooms together with the storage facilities.
- As directed by the Head of Creative Technologies, maintain stocks and supplies of consumable materials by raising orders for purchases.
- Monitor and evaluate the effectiveness of the existing resources.
- Maintain all inventory checks for the Creative Technologies Department equipment.
- Carry out administrative tasks - filing, photocopying and display.





Health & Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Report misuse of Resources and incidences of misconduct.
- Remove from use any equipment that is deemed unsafe.
- Provide ongoing advice on the recommended Health & Safety guidelines.
- Liaise with the PAT Tester to ensure electrical safety tests are carried out as appropriate on equipment.
- Have immediate oversight of Health and Safety within the Technology Departments and storerooms.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.

- Contributing to the over all ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.

Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied.





Area	Essential	Desirable	Evidence
Skills and Knowledge	<ul style="list-style-type: none"> Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Use technology to support the role – computer, video, photocopier Can work well under pressure Self-starter Has good communication skills Has a caring positive attitude towards pupils' welfare Is able to be flexible and positive Has an interest in education and understands our aims. Can maintain trust and confidentiality where appropriate Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources Can complete and maintain pupil and administrative records 	<ul style="list-style-type: none"> Has an awareness of pupils with special educational needs Is aware of techniques to manage the behaviour of pupils to ensure their safety in class Sense of humour Has an awareness of health and safety regulations and maintains safe working practices and conditions Appropriate knowledge of first aid 	AF / I
Experience, Qualifications & Training	<ul style="list-style-type: none"> Enjoys working with children of relevant age Has good numeracy and literacy skills Knowledge and experience of working and maintaining machinery and hand tools appropriate to the Design and Technology curriculum 	<ul style="list-style-type: none"> Has worked in an educational or similar learning environment Has experience as a Learning Support Assistant Has experience of procuring teaching and learning materials, including stock control Has experience in working with a range of CAD / CAM programmes 	AF / I
Work Related Circumstances	<ul style="list-style-type: none"> Can allocate some contractual time to after school staff meetings when appropriate Can allocate some contractual time to the whole of, or part of, staff training days when appropriate Can maintain personal presentation that sets high standards for the pupils Willingness to contribute to all areas of school life 	<div>AF Application Form I Interview Process R References</div>	AF / I



How to Apply

Please complete the online application form available [here](#).
A tour of Chulmleigh College will be arranged as part of the interview schedule.

Status: Permanent, 30 hours per week x 39 weeks per year
Grade D: £13.47 to £14.36 per hour depending on experience)

Closing date: Monday 28 April 10am

Interview date: Thursday 8 May

Start date: September 2025

If you have any questions please email:
personnel@chulmleigh.devon.sch.uk or
call 01769 580215.

Chulmleigh College, Chulmleigh, Devon, EX18 7AA



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