



## **Design and Technology Technician.**

**Closing Date: Monday 27<sup>th</sup> March 2023, 9am**

**Interviews to be held shortly afterwards.**

**Recruitment Information Pack**

**Filey Secondary School**

**Muston Road, Filey YO14 0HG**

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Dear applicant,

Thank you for your interest in joining the staff of Filey School.

At our school we know that it is the people that matter the most. We know that what we need to create is a climate and a culture that enables everyone to feel happy and safe in an exciting place to learn.

Our school has four new core values: Kindness, Respect, Integrity and Teamwork. Every member of our school is expected to try their hardest to live out these values every minute of every day.

We believe passionately in our students, we know that with the right support here, and at home, they can achieve great things. They have to believe in themselves and strive for success. This includes accepting the need for the highest standards of attendance, behaviour and always being ready to learn. We insist that every member of our school community works as hard as he or she can, without exception.

Our aim here is to provide all our learners with an exciting, coherent and inspirational curriculum taught by truly talented, professional and hardworking staff. We wish to create a culture that is inclusive, and where the individual and diverse talents of all our students are nurtured and celebrated.

We want to encourage every member of our school community to develop a love of learning. Our aim will always be to do all we can to enable everyone to reach the highest standards of which they are capable. We are committed to ensuring our students are happy, safe and have clear direction and support.

Self-belief, confidence and being proud of our own achievements are the keys to success. The best academic outcomes always occur where a true partnership has been established between home, school and the young person – all of us working together to strive for the best possible education.

I hope you will take the time to visit and see for yourself the culture and values of our school in action.

Good luck with your application.

**Michelle Britton Headteacher**



## Coast and Vale Learning Trust: Our Schools

### Newby and Scalby Primary School

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teesside, York and surrounding areas.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

**To learn more about us please visit -**

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)



### Friarage Primary School

We are proud to serve the communities around the Castle Ward area Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

**To learn more about us please visit -** [Friarage Community Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)



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### Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.

**To learn more about us please visit -** [Scalby School - Home \(coastandvale.academy\)](http://coastandvale.academy)



## Lady Lumley's School

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

To learn more about us please visit - [Lady Lumley's School - Home \(coastandvale.academy\)](https://www.coastandvale.academy)

## Scarborough University Technical College

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.



We were judged 'Good' by Ofsted in 2022, with pupils that go on to secure a variety of high-quality placements when they leave the UTC.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

To learn more about us please visit - [www.scarboroughutc.co.uk](http://www.scarboroughutc.co.uk)

## **Filey Secondary School**

Filey School (11 -16) is on an exciting journey. We have a proud heritage in our local community and are embarking on a period of transformation and improvement.



We aim for every member of our school community to develop a love of learning and enable them to reach the highest outcomes that they can. We are committed to ensuring our students are happy, safe and have clear direction and support.

We joined Coast and Vale Learning Trust in June 2022 and our looking forward to a future where our learners and staff can thrive.

**To learn more about us please visit - [Filey School - Home \(coastandvale.academy\)](https://coastandvale.academy)**

### **Application Process**

The closing date for all applications is Monday 27<sup>th</sup> March 2023 at 9am.

**Interviews will be held shortly afterwards.**

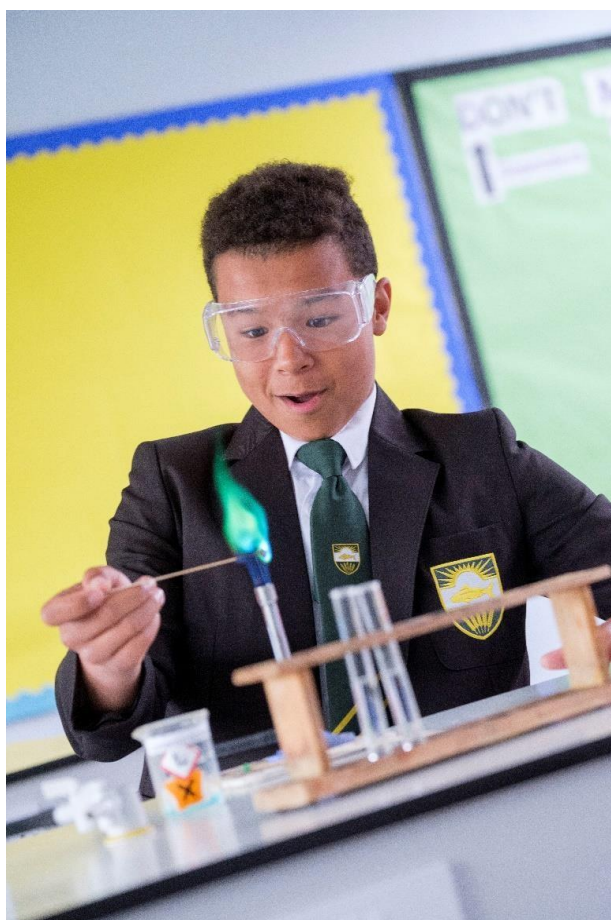
Completed applications must be returned to Danielle Rowley at [recruitment@coastandvale.academy](mailto:recruitment@coastandvale.academy)

**If you think you're the person for the job, please complete the attached application form and send to the email address above by the closing date.**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

### **Queries**

Please contact Danielle Rowley at [recruitment@coastandvale.academy](mailto:recruitment@coastandvale.academy)



## **JOB DESCRIPTION**

<b>POST:</b>	Design and Technology Technician
<b>GRADE:</b>	Grade D, SCP 4-6
<b>RESPONSIBLE TO:</b>	Head of Department
<b>STAFF MANAGED:</b>	None
<b>JOB PURPOSE:</b>	<p>To work under the guidance of the Head of Department and the Lead teacher to coordinate the use and maintenance of practical resources and facilities.</p> <p>To provide assistance and advice in meeting the practical needs of the curriculum.</p> <p>To assist in carrying out the stock control, the preparation of resources, constructing and modifying apparatus, together with assisting with basic demonstrations.</p> <p>To support compliance with the health and safety requirements of teaching the practical part of the curriculum</p>
<b>ACCOUNTABILITIES 1 MAIN RESPONSIBILITIES</b>	
<b>Effective Communication and engagement with children, young people and their families and carers</b>	<ul style="list-style-type: none"> <li>• Give basic technical advice to teachers, technicians and students.</li> <li>• Offer professional guidance, assistance and support to teachers on the practical aspects of the curriculum.</li> <li>• Communicate effectively with all children, young people, families and carers.</li> <li>• Know that communication is a two-way process.</li> <li>• Remember and understand the procedures and legislation relating to confidentiality issues that apply to your role.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with other members of staff and pupils within the school.</li> </ul>
<b>Other / Administrations</b>	<ul style="list-style-type: none"> <li>• Keep up-to-date with current procedures and practices through continuing professional development.</li> <li>• Undertake structured and agreed learning activities Lead on routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard.</li> <li>• Create and maintain a clean and orderly working environment Assist in carrying out a stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records. Assist in the preparation</li> </ul>



	<p>of resources, designing, constructing and modifying apparatus/equipment.</p> <ul style="list-style-type: none"> <li>• Keep appropriate records of maintenance, risk assessments and staff training</li> </ul>
	<ul style="list-style-type: none"> <li>• Assist with the production of lesson plans and worksheets; contribute to the development of policies.</li> <li>• Assist with basic demonstrations.</li> <li>• Undertake minor clerical duties</li> <li>• Ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.</li> <li>• Assist with the provision of out of school learning/enrichment activities e.g. clubs within guidelines established by the school.</li> <li>• Participate in the school's performance management scheme. Participate in training and learning activities and performance development as required.</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• To participate in the training and development and performance management processes within the school.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate in accordance with the Trust and school's safeguarding policies and procedures.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• To fulfil the necessary administrative tasks associated with the responsibilities of the post.</li> <li>• Use of the Health and Safety support packages through NYES and CLEAPPS to ensure compliance with statutory requirements and best practice.</li> <li>• Use of the Trust's accounts package to raise orders.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>

<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedures.</li> <li>• Contribute to the assessment, monitoring and review of both health &amp; safety procedures and information resources through a process of self-evaluation.</li> <li>• Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.</li> <li>• Ensure the healthy, safe storage and accessibility of equipment and materials.</li> <li>• Maintain records of accidents and incidents within the department and ensure they are included with the school central records of accidents and incidents</li> <li>• Be a qualified first aider to support the first aid requirements of the department</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• The Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Coast and Vale Learning Trust Policies and Procedures.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>
<b>Date of Issue</b>	February 2023

## PERSON SPECIFICATION

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<p><b>Occupational Skills / Knowledge</b></p> <p>Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents.</p>	<ul style="list-style-type: none"> <li>• Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame.</li> <li>• Good understanding of child development and learning processes.</li> <li>• Behaviour management</li> </ul>
<p><b>Experience</b></p> <p>Experience appropriate to working with children in an educational setting.</p>	<ul style="list-style-type: none"> <li>• Appropriate experience of working in a school department relevant to subject area.</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• NVQ Level 2 in relevant subject or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid training</li> <li>• Use of specialist equipment</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Demonstrable interpersonal skills.</li> <li>• Ability to work successfully in a team. Able to exercise discretion &amp; judgement.</li> <li>• Self-motivation to complete required duties.</li> <li>• Confidentiality.</li> </ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• To be committed to the school's policy and ethos.</li> <li>• To be committed to Continual Professional Development.</li> <li>• Motivation to work with children and young people.</li> </ul>	

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li><li>• Emotional resilience in working with challenging behaviours; and attitudes to use authority and maintaining discipline</li></ul>	