



THE STOURPORT HIGH SCHOOL & SIXTH FORM COLLEGE



Design & Technology Technician

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INFORMATION FOR APPLICANTS

APPLICATION CLOSING DETAILS

Closing Date: Wednesday 19th March 2025
Closing Time: 9am



HEADTEACHER'S WELCOME



Welcome to The Stourport High School and Sixth Form College (SHS)! We're delighted you're interested in learning more about our school.

At SHS, we're more than a school; we're a community, a family where everyone belongs. We're dedicated to nurturing academic excellence alongside the character and well-being of each student. Our vision is to be a vibrant hub, fostering strong community bonds and providing opportunities for growth and shared experiences.

We are committed to inclusive excellence, celebrating diversity and providing a personalised and collaborative approach to education. We ensure each student is challenged and supported to reach their full potential. Our core values of kindness, determination, and respect underpin all that we do.

This is an exciting time for SHS as we grow in brilliance and solidify our vision by building strong foundations. As Headteacher, I am driven by a passion to ensure everyone feels empowered to be their best - students and staff alike. This allows them to thrive and have the greatest possible impact on future endeavours. We embrace change, navigate the evolving world of education, and work to secure the future of all our children, supporting them in overcoming any barriers they may face.

I encourage you to explore all that our school has to offer and engage with the challenges it presents, so that you can take pride in being part of our family and our important profession, and experience the joy of belonging.

Dr Lizzy Ford | Headteacher

"Every child celebrates
their own success
& the success of others"

Our Values & Ethos



A School at the Heart of its Community: We're more than just classrooms and textbooks. We aim to be a vibrant hub, fostering strong bonds within our community and offering opportunities for growth and shared experiences.

Nurturing Character and Well-being: We believe in developing well-rounded individuals. We actively teach our core values, creating a supportive environment where every student feels valued and empowered.

Inclusive Excellence for All: We celebrate diversity and are committed to providing an education where everyone can thrive. Our approach is personalised and collaborative, ensuring each student is challenged and supported to reach their full potential.

KINDNESS . DETERMINATION . RESPECT



CEO's Welcome



Dear Applicant

Thank you for your interest in joining a Severn Academies school.

The Stourport High School was a founding school in Severn Academies Educational Trust which now consists of a family of eight schools from across Wyre Forest. We are an outward facing trust, with strong local relationships and a commitment to growing the next generation of brilliant school leaders.

This is an exciting opportunity to join a Trust that is committed to harnessing talent and developing its people with a range of opportunities for further professional development.

The successful candidate will have a shared commitment to our values, working collaboratively to ensure their work underpins our priorities for school improvement and to forming positive working relationships with our community.

Enclosed are further details about the role and application process. We look forward to learning more about how you can contribute to 'growing brilliance' for our children and communities.

Matthew Carpenter | Acting Chief Executive

About Our Trust

Our trust is a learning organisation with a culture of reflection and review that supports a shared learning from our experiences. This shapes our strategic direction; taking every opportunity to find the best ways to support and educate our children and young people.

In setting out to show what strong collaboration and shared practice can achieve for children and their families, we believe that working together we can achieve more than we could alone.

In collaboration we also appreciate the importance of our collective desire to uphold and promote our values.

Our strategic objectives guide everything we do, to ensure we provide the nurturing conditions for children to grow and develop into outstanding young people, who lead brilliant lives.



JOB DESCRIPTION



Introduction

Job Title: Design & Technology Technician

Reporting to: Head of Faculty

Start Date: As soon as possible

Salary: NJC scale 3, points 5-6, £17,269 actual annual salary

Contract Type: 30-37 hours per week working term time only + TEDs, Permanent position.

We have an excellent opportunity for a highly motivated, well organised individual to join the Design and Technology Department at The Stourport High School. The purpose of the post is to provide support to students, whilst ensuring that the highest quality teaching, learning and working takes place.

The successful candidate will have a key role in supporting the Design & Technology department, ensuring that classrooms and workspaces are prepared and maintained for use by staff and students, and ensuring an orderly, safe and healthy environment within the department. For the right candidate, this is a fantastic opportunity to join our school to make a difference to the lives of our students.

The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.

Key Responsibilities

- To embody the values, vision and ethos of The Stourport High School & Sixth Form College and Severn Academies Educational Trust and assist the Headteacher in delivering policy which will ensure high quality and successful outcomes for the school
 - To work in an effective, safe, flexible manner and support the operational needs of the school
 - To have a friendly, positive attitude and enjoy working with children
 - Ensure all students adhere to our school ethos, values and expectations
 - To ensure that specific health and safety issues, within Design & Technology are adhered to
 - Take responsibility for your own ongoing personal development and growth of expertise
 - To observe all school policies and protocols in relation to students and staff
 - Modelling and promoting the Trust's wellbeing principles.
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JOB DESCRIPTION



Specific Duties

- To ensure that materials and equipment used in lessons are cleaned, stored or safely disposed of after use, as necessary
- To assist students and staff during practical lessons with demonstrations of skills, techniques and equipment
- To work collaboratively with the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs.
- Maintain a safe and tidy environment in the workshops and preparation areas.
- Carry out visual and other routine Health and Safety checks, including correctly functioning emergency stops, availability of eye protection and ensuring all D&T equipment is in safe working order.
- Support teachers in the delivery of the curriculum by maintaining equipment and preparing appropriate resources, including materials, worksheets and booklets, for lessons to assist the teacher in delivery of the curriculum
- Ensure hand tools are available and in full safe working order.
- Monitor resources through stock control, including storage of materials, checking deliveries and advising on stock levels.
- Maintain inventories of equipment and tools as appropriate
- Attend training events as required, including Health and Safety and safeguarding

General Accountabilities:

The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment. These duties are given as a guideline only and are not exhaustive. Other tasks and activities commensurate with the scale of the post may be required under the direction of the Line Manager or SLT Line Attached.

1. The Trust reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
 2. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equality Policy.
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JOB DESCRIPTION



Safeguarding:

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

Equalities:

We have a strong commitment to achieving equality of opportunity in our schools and in the employment of people. The post will ensure that the trust meets its statutory obligations in relation to all aspects of equality legislation.

GDPR:

Our GDPR privacy notices can be viewed on our [website](#)



PERSON SPECIFICATION



Attributes	Essential	Desirable
Education & Professional Qualifications	<ul style="list-style-type: none"> • Relevant qualification in a Design and Technology subject (e.g., City & Guilds, BTEC, NVQ) or equivalent experience. • Good standard of education (specifically in Maths & English) • Knowledge of basic technology machinery • Willing to undergo training as required. 	<ul style="list-style-type: none"> • Other Recognised Qualifications • First Aid qualification
Experience	<ul style="list-style-type: none"> • Practical experience in a workshop environment, using a range of tools and equipment. 	<ul style="list-style-type: none"> • Knowledge of health and safety regulations relevant to Design and Technology workshops. • Experience of working with young people, ideally in an educational setting.
Knowledge	<ul style="list-style-type: none"> • Ability to work effectively with teaching staff to best support the pupils • Ability to effectively organise their own work • Ability to use and maintain a wide range of tools and equipment. 	<ul style="list-style-type: none"> • Evidence of working well as part of a team • An awareness of school based education
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills and communication skills with colleagues and students. • Resilience and resourcefulness. • Commitment to own professional development • Dedication to implementing policies relating to the safeguarding, safety and welfare of children. • Honest, reliable and trustworthy. • Able to work effectively with little supervision • Ability to work on own initiative and as part of a team. • Flexible approach to working arrangements. 	

Applicants must have the ability to support pupils through fluent and accurately spoken English.

NB. An enhanced DBS Disclosure is an essential requirement for this post.

APPLICATION PROCESS



1

SECTION ONE: PERSONAL DETAILS

Please ensure that all details are completed including your date of birth and Teacher Reference Number.

2

SECTION TWO: EDUCATION, TRAINING & QUALIFICATIONS

Please complete this section fully.

3

SECTION THREE: EMPLOYMENT/WORK EXPERIENCE

Please ensure that this section is completed fully. If you have gaps in your employment history, please indicate the reasons for this.

4

SECTION FOUR: SUPPORTING STATEMENT

Please use this as an opportunity to show your suitability for this post, as outlined in the person specification.



APPLICATION PROCESS



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SECTION FIVE: REFERENCES

Please provide two referees, their contact details and relationship to you. A telephone number and email address often makes contacting referees easier. At least one reference must be from your current or most recent employer, and we will ask about your suitability to work with children. Open references or testimonials will not be considered.

6

SECTION SIX: DECLARATION

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

Please be aware that by signing the application form you are declaring that you are not on the Children's Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body and that you either have no convictions, cautions or bind-overs or that you have attached details of these. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post, should you be successful.

IMPORTANT NOTICE

Please also be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

WHERE TO SEND COMPLETED APPLICATIONS

Completed applications should be returned to
recruitment@saet.co.uk



**If you would like to know more
about working with us please
get in touch**



01299 872950



shs.worcs.sch.uk



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KINDNESS . DETERMINATION . RESPECT

