



## Applicant Job Pack

# Design & Technology Technician

Woodrush High School  
An Academy for Students Aged 11-18





# Advertisement

## Technician for Design and Technology Department

**Hours: 37 hours per week, term time only plus 5 training days**

**Salary: SCP 6 - £17,036 WTE** subject to April 22 pay award tbc

We are looking for an experienced Technician for our Design and Technology Faculty. Under the direction of the Head of Faculty, you will be required to provide technical support services, including the preparation of materials, setting up of equipment for class practical sessions and maintaining equipment for use in order to meet the practical needs of the DT curriculum. The role will also require support in lessons and providing cover for lessons in the event of teacher absence. We require someone who can work Monday to Friday 8.00am to 4.00pm however we may be able to be flexible with this.

We are looking for a person who has:

- Knowledge of safe usage, operation, serviceability, maintenance and correct application of a wide range of machinery, equipment, tools and materials and associated specialist tooling etc.
- Experience of using own initiative to solve problems
- Experience of giving and advice and guidance to others on use of relevant DT machinery, tools, equipment and materials
- Comprehensive understanding of design and technology methodologies and practices
- Experience working with Food Technology

We can offer you:

- A competitive salary.
- Local Government pension scheme.
- Excellent training opportunities.
- Reduced Gym memberships.
- An opportunity to work in an outstanding continuing developing school.

Woodrush High School is an oversubscribed 11-18 mixed Academy and has an excellent reputation locally and nationally. We are situated in a pleasant suburban area on the borders of Birmingham, Solihull and Worcestershire only 5 minutes from Junction 3 of the M42.

To find out what we can offer you working at Woodrush and for more information on our school **please download our application pack from our website**. To apply you must complete an application form and submit this to Laura McCleary by emailing [HR@woodrush.org](mailto:HR@woodrush.org).

**This vacancy closes at 9am Monday 15<sup>th</sup> August 2022. Interviews to take place soon after**

*Woodrush High 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. Posts are subject to an enhanced disclosure through the Disclosure and Barring Service. CVs will not be accepted in place of an application form.*

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role*



# Information for Job Applicants

Dear Applicant,

Thank you for your interest in our vacancy.

Woodrush High School is an extremely popular and over-subscribed Academy for 11 to 18-year olds, committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve. We are proud to be a designated Training School and are recognised as a National Support school.

Woodrush staff are welcoming, committed and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional and career development for all our staff, reflected in our continual professional development and learning opportunities. Teaching and learning practice is creative, ambitious and evidence-informed which promotes a place of learning that challenges and supports all students to be inspired, achieve and be celebrated for their success and aptitude.

Our recent Ofsted inspection, December 2018, categorised Woodrush as a 'Good' school with 'Outstanding' Leadership & Management and Personal Development, Behaviour & Welfare.

The inspection acknowledged how:

- *'Pupils achieve well because of strong teaching and the exceptional support and care they receive.'*
- *'Pupils' behaviour is excellent. They are courteous, friendly and routinely regulate their own behaviour. Pupils have very high expectations of each other's behaviour.'*
- *'Parents, staff and pupils are unanimous in their praise for the excellent pastoral care provided to pupils, which includes a strong focus on mental health and wellbeing.'*
- *'The leadership of teaching, learning, and assessment is highly effective.'*
- *'Staff are unanimous in their praise for the many training and professional development opportunities afforded to them.'*
- *'Middle leaders form a dedicated and highly focused group of professionals. They are consistent in their messages and drive for excellence.'*
- *'Morale at the school is exceptionally high. Teachers are proud to work at the school, they are fully engaged in leaders' improvement drive and all share a common goal, namely, to make their school the best it can be.'*

Of all our achievements, we are most proud of our students: their enthusiasm, inquiring minds, eagerness to learn and willingness to contribute to the various opportunities that life at Woodrush offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at Woodrush.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Kind Regards

Mr J Barber  
Headteacher

# About Our School

Woodrush High School is a mixed, comprehensive school of approximately 1000 students aged 11 to 18, including the Sixth Form of nearly 120 students. There are 70 teaching staff and approximately 60 support staff. The school is situated in a pleasant semi-rural residential area a mile to the south of the Birmingham city boundary.

Our reputation and record of success make us a highly attractive place for families to enroll their child[ren]. We are a heavily oversubscribed school, with the majority of students residing in south Birmingham, Worcestershire, and Solihull. The school, which was opened in 1958, enjoys an excellent reputation locally and was designated a Training School by the National College for Teaching and Leadership in 2014.

A high proportion of our students achieve examination results at GCSE and Post-16 above national averages and our cohorts have an excellent record of progression into employment, training and Further Higher Education.

Achievements in other fields are equally valued and there is a strong tradition of extra-curricular activities within the school. We have a wealth of clubs and sports teams and a broad range of educational visits, residential, productions, and performances run across the academic year that enriches the curriculum and life for students at Woodrush.

Our curriculum is dynamic and engaging, leading to a broad range of valued qualifications responsive to local and regional employment and training opportunities. At both KS4 and KS5, students receive a curriculum and pastoral support matched to their strengths, needs, and aspirations. All students follow our 'ASPIRE' programme which aids the personal development of students and prepares them for life after Woodrush. The Special Educational Needs department is particularly strong and offers considerable support to a number of students throughout the school.

Woodrush has high-quality facilities for sports in the school and Community Hub, which is also open to the community; as well as designated facilities for our Training School, Library, and Sixth Form. Our sports facilities include an all-weather floodlit artificial pitch which is also open to the public during evenings and weekends via the sports centre.



We have four Houses at Woodrush High School (Brindley, Cadbury, Eliot and Lanchester). Students join a mixed ability tutor group on entry to the school and remain in that group until the end of Year 11.

Students are encouraged to achieve the highest possible standards of which they are capable, and we have an agreed Code of Conduct and students are expected to, and do, behave well.

We aim to provide young people with an orderly, structured and supportive environment in which they can grow to maturity. Parents and Carers are very supportive of the staff and school at large and the school has maintained an excellent reputation for creating high standards of achievement and behaviour. Woodrush prides itself on fostering a strong sense of community life and developing good habits of hard work and self-discipline.

# Why work at Woodrush High School?

We place learning and progress at the heart of everything that we do and regularly celebrate at all levels the excellent achievements of our students. We have a 'can do' attitude where we feel that nothing is impossible to achieve to improve our students' chances in life.

Our success is based on the quality of the staff we have, in whatever role they play in school. We aim to continually improve and strive to excel in everything that we do. At Woodrush, we work towards creating caring and positive relationships with staff and with our students. We are a community, where students and staff are happy to work together.

## Our Staff Enjoy:

- Being part of a successful school and Training School
- Being at a school which has a highly supportive ECT programme, verified externally by our NQT Induction Quality mark
- Our interactive and inspiring weekly CPDL training sessions
- A fully supportive New Staff induction process
- The school's supportive network of colleagues
- Excellent opportunities for further development
- On-site gym with subsidised membership
- On-site café and library

## What does being part of a Training School mean for staff at Woodrush?

Within our Alliance, (of both Primary and Secondary schools) and situated in a brand-new training building, we lead teacher training through various routes -Schools Direct and PGCE with Universities of Birmingham, Worcester, and Warwick. Training is based at Woodrush High School and/or our partner schools. Alongside initial teacher training, we offer a wealth of CPDL for teachers at all stages and levels of experience, which aims to support teachers to become outstanding practitioners who are highly effective and exceed the professional standards required.

In addition, our professional, friendly and experienced team are able to skilfully lead the Olevi programme (The Outstanding Teacher programme (OTP) and the Improving Teacher Programme (ITP)) as well as further professional qualifications, such as the NPQML and NPQSL, with outstanding training and enhanced by strong partnership links within our growing Alliance. We place a strong emphasis on using educational research and evidence-informed pedagogy to steer our training, ensuring it is creative, dynamic, effective, and leads to exceptionally positive feedback.

We pride ourselves on spotting talent within our Woodrush team (and the Alliance) and nurturing staff potential, to ensure that every single person aims to achieve their best and is supported to do so at any point in their career. We have a team of Specialist Leaders of Education in school and offer School to School support, which involves our SLEs, Senior team and Teaching staff who can effectively support staff within our school or our Alliance/ partner schools.

Therefore, the experience of the staff at the Woodrush High School is enriched by the many opportunities offered by the Training School (and the staff within the Alliance and partner schools.) Joining Woodrush enables you to have the opportunity to access the high-quality training programmes from within the Training School CPD programme, and offers you the chance to take part in our in-house events, train or support teachers or lead CPD for other teachers from Woodrush, or wider afield. As our Training school continues to grow, so do the opportunities which our staff are offered and can benefit from.

# Job Description

<b>JOB TITLE:</b>	<b>Design and Technology Technician</b>
<b>GRADE:</b>	<b>SCP 6</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Faculty</b>
<b>CONTRACT :</b>	<b>37 hours per week (Term Time Only + 5 INSET days)</b>

## **Purpose of the Role**

Under the direction of the Head of Faculty, you will provide technical support services to the Design and Technology Faculty, including the preparation of materials, setting up of equipment and ingredients for class practical sessions and maintaining equipment for use in order to meet the practical needs of the DT curriculum

## **Duties and Responsibilities**

The list is given as a guideline only and is not exhaustive. Other tasks and activities relevant to the main headings should also be considered acceptable. A degree of flexibility is therefore considered essential.

### **Technical**

- Organise the prepare materials and equipment for use in lessons
- Carry out routine checks of machinery and equipment both daily and weekly and report any issues to Head of Department.
- Carry out routine maintenance of machinery and hand tools
- Carry out basic repairs to machinery, extraction (LEV) and hand tools, sharpeners etc
- Work as support to teachers in lessons as appropriate
- Design and build equipment and teaching aids to support lessons
- To provide technical advice to teachers and students relating to the operation of machinery and use of hand tools.
- Assist with practical demonstrations
- Tidy up and clear away after practical lessons to ensure Safety of the classroom
- Organise the use of display space within the department and throughout the Department as instructed by the Head of Faculty.
- Maintain tidy and organised work spaces and storage areas

### **Administration**

- Organise departmental stock levels, liaising with all DT Teaching and Food Technician and support the Head of Faculty to administer the ordering, issue and distribution of stock.
- Carry out routine administrative tasks for Head of Faculty eg. photocopying, filing, collecting post, running errands, typing
- Operate relevant equipment/ICT packages (e.g. MS Office, internet, E-mail, equipment)
- Prepare classrooms displays as directed by Head of faculty.
- Assist with writing and preparing Risk Assessments for the department as directed by Head of Faculty.
- To attend Faculty meeting

### **Supporting Students**

- Support Specific SEN Students with a recognised high need with the DT department to enable them to access the curriculum fully.



- Undertake Cover Supervision of lessons in the short term absence of a Teacher as directed by Cover Supervisors
- Assist and advice students on the use and operation of machinery and hand tools in order to remain safe at all times
- Advice and assist Students with all aspects of health and safety within the department.
- Advice and assist Students within lessons and with projects ensuring keeping within exam board regulations

#### General

- To understand and be prepared to support the ethos of the school by promoting good relationships with students, parents, colleagues, governors, LA and agency staff and visitors to the school
- Maintain appropriate Health and Safety accreditation to the National Standards as required for this post.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.
- Completing training in the relevant areas to meet all safeguarding and health and safety standards as advised by Woodrush High School policy.
- Promoting high standards of personal presentation and conduct, including being punctual and using social network media appropriately;
- Being aware of all matters of health and safety related to the working
- A commitment to safeguarding all children
- Confidentiality, respect and understanding

#### **CPD**

- Undertake training where necessary to remain compliant and to ensure ongoing professional development to meet the changing demands of Academy growth.

#### **Notes:**

The Governing Body 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.

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 Academies Equal Opportunities Policy.

# Person Specification

Design and Technology Technician Person Specification		Essential	Desirable
<b>QUALIFICATIONS AND TRAINING</b>			
1	GCSE standard Grade C or above in English and Maths	√	
2	Relevant Qualification level 3 qualification e.g. A level or NVQ3	√	
3	Possession of appropriate certificates/qualification and training for the use of Design and Technology Equipment e.g. Band and circular saws, laser cutter, lathes, grinders and any other equipment used in this role	√	
4	Health and Safety at work certificates including safe storage and COSHH		√
5	First Aid at work		√
6	Evidence of further professional development and training and how it has been applied		√
<b>EXPERIENCE</b>			
1	Experience of the using and the operation of relevant machinery and use of hand tools.	√	
2	Experience of Maintenance and repair of relevant machinery and tools	√	
3	Experience of using own initiative to solve problems	√	
4	Experience of giving and advice and guidance to others on use of relevant DT machinery, tools, equipment and materials	√	
5	Experience of planning for the most efficient and cost effective use of resources	√	
6	Experience of working in and Education Environment		√
7	Experience of working with students aged 11 to 18		√
8	Experience of working with food technology		√
<b>Knowledge, Skills and abilities</b>			
1	Knowledge of safe usage, operation, serviceability, maintenance and correct application of a wide range of machinery, equipment, tools and materials and associated specialist tooling etc.	√	
2	Engineering design and construction techniques and solutions	√	
3	Comprehensive understanding of design and technology methodologies and practices	√	
4	Up to date knowledge of Health and Safety, electrical regulations and COSHH	√	
5	Basic understanding of the needs and characteristics of young people	√	
6	Good communication skills	√	
7	Good IT skills	√	
8	Ability to problem solve and think analytically	√	
9	Ability to give instructions, advice and guidance to colleagues and students on use of machinery, safety etc which are relevant to the role	√	
10	Knowledge of the Design and Technology Curriculum		√
<b>Personal Attributes</b>			
1	Excellent attendance record	√	
2	Expectations of high standards	√	
3	Excellent communication, presentation and interpersonal skills.	√	
4	Excellent personal organisation and self-motivation	√	
5	Acts as a positive role model who sets a positive example to students.	√	
6	Demonstrates integrity, warmth, creativity and good humour.	√	
7	High standards of personal appearance	√	
5	Demonstrates resilience, positivity, determination and a strong work ethic	√	