

# Design & Technology Technician

Applicant Pack



Outstanding Achievement for All

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## The vacancy

### Post advert

<b>Deadline for applications:</b>	11.59pm on 23 <sup>rd</sup> June 2024
<b>Interviews to be held:</b>	Week beginning 24 <sup>th</sup> June 2024
<b>To start:</b>	ASAP

The subject area of Design & Technology involves pupils in the creative design and manufacture of products, systems and artefacts in textiles materials, food, plastics, metals, timber, graphics and electronic products, dry media, painting, 3D print making etc.

The postholder must, therefore, possess a high level of organisational and practical/manufacturing skills in all or some of the materials mentioned above and be prepared to be adaptable in other areas of D&T such as CAD and CAM. The postholder must also be able to work with Departmental staff and pupils throughout the age range of 11 to 18 years. An apprentice trained technician or craftsman, who holds appropriate technical and vocational qualifications would, therefore, be most suitable for this post.

### Role summary

<b>Post title:</b>	Design & Technology Technician	
<b>Profile:</b>		
<b>Grade:</b>	3	
<b>Grade spinal point range:</b>	SCP 5 to 6	
<b>Salary:</b>	£23,500 - £23,893 (pro rata £17,390 - £17,680)	
<b>Accountable SLT post:</b>	Business Support Services Manager	
<b>Line manager (if different):</b>	Head of Design & Technology	
<b>Staff to be supervised or line managed by post holder:</b>	N/A	
<b>Post holder will work with:</b>	Other Teaching and Support Staff	
<b>Holiday and sickness relief:</b>	Other Departmental Curriculum Technicians/Resources Support Assistants	
<b>Purpose of post:</b>	To provide specialist support in the D&T department in school, including unsupervised preparation and maintenance of faculty resources and support to staff and pupils.	
<b>Version revised:</b>	March 2022	
<b>Contract:</b>	Permanent	32 hours/39 weeks

## Job description

The post holder must at all times carry out his/her responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

### Specific duties and responsibilities

- In conjunction with the appropriate Head of Department have day to day responsibility for the equipment and curriculum resources of the D&T departments), to the standards required by the school and any appropriate bodies. This will include, but not be limited to:
- SUPPORT FOR PUPILS
- Support pupils in accessing appropriate resources and learning activities under the guidance of the teacher
- SUPPORT FOR THE TEACHER
- Provide support in preparing materials & resources for lessons under the direction of the class teacher
- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment/ resources/materials as required by staff/curriculum/lesson plans etc.
- Maintain records as requested
- Ensure a healthy and safe working environment for both staff and pupils, ensuring adherence to behaviour standards, health and safety working practices and legislation • Assist with the display of pupils work SUPPORT FOR THE CURRICULUM
- Monitor and manage stock and supplies, cataloguing as required, including maintaining departmental risk registers, asset registers & inventories
- Maintenance of specialist equipment & resources, check for quality/safety, undertake safety checks, repairs/modifications within own capabilities and report other damages/needs
- Maintain safety records and review risk assessment documentation as required
- Demonstrate and assist others in safe and effective use of specialist equipment/resources/materials
- Able to adapt to the changing needs and demands of the school curriculum
- Undertake structured and agreed learning activities/teaching programmes
- Ensure display boards, safety notices and leaflet displays, etc. in the department and the immediate area are kept up to date, as directed by the Head of Department
- Undertake routine weekly checks on the school minibus, ensuring appropriate documentation is/has been completed, arranging maintenance/service inspections with the garage in line with statutory requirements and reporting any defects identified to Business Manager

- Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities
- Take an active part in all relevant key school events such as Open Evenings etc.
- Supervise pupils on visits, trips and out of school activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate

### **Support for the trust/school**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

# Person Specification

Job Title: Design & Technology Technician

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A
Customer services experience.	✓		A
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Experience of an education, training or similar environment.		✓	A
Organisation and bookings for events.		✓	A / I
<b>Qualifications</b>			
Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
<b>Other skills</b>			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓	✓	A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I

Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
<b>Interpersonal skills</b>			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

## Silverdale School & Sixth Form

Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. Silverdale has 1,450 students on roll including 450 in Silverdale Sixth Form. In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.



Silverdale has an excellent record of student achievement at both key stage 4 and key stage 5. At our heart is one of the country's original teaching school hubs, the South Yorkshire Teaching Hub, which includes the Sheffield Teacher Training Alliance and National Modern Languages SCITT.

At Silverdale, we benefit from a new building with excellent facilities, which was expanded in 2023 to provide further state of the art teaching facilities and a dedicated Sixth Form centre.



In addition to trust-wide benefits for all staff, those at Silverdale School also have access to:

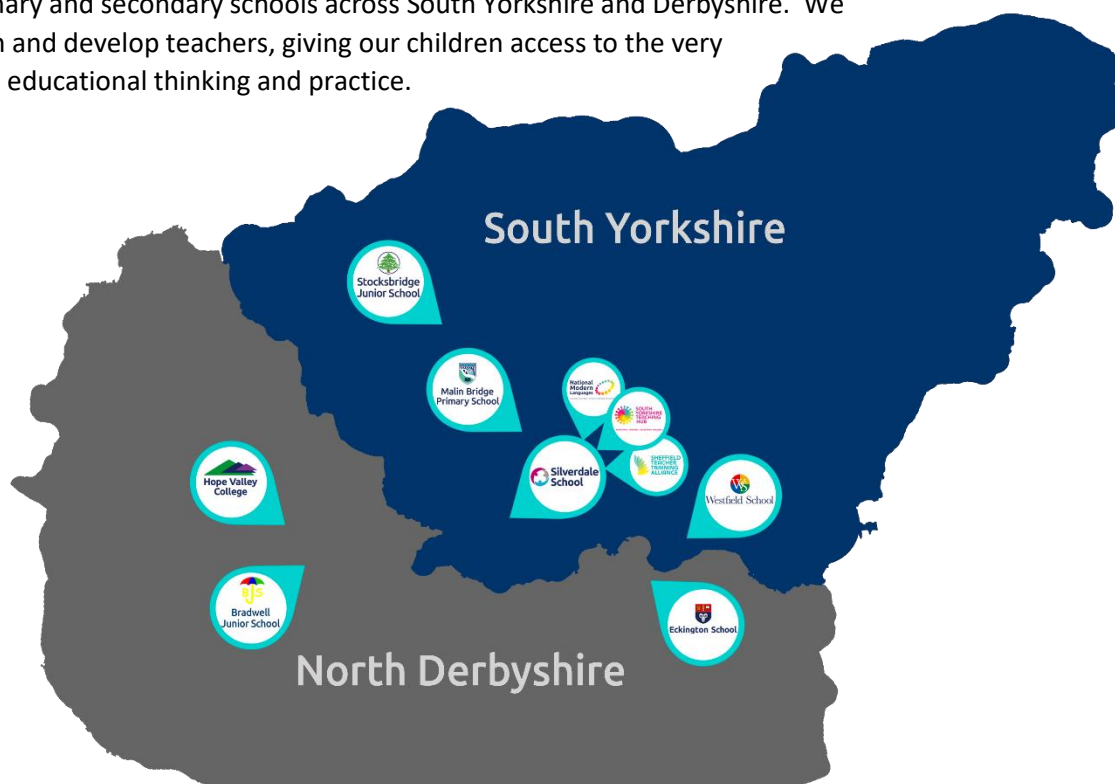
- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.

You can view the school website at: [www.silverdale.chorustrust.org](http://www.silverdale.chorustrust.org).



## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



A **collaborative environment** encouraging knowledge sharing and support.



Access to discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



Term-time only contract postholders have the freedom of having **school holidays** off.



**Career progression** opportunities within a growing, local trust.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).

## To apply

- Full application pack and application forms available from: [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies)
- Completed application forms are to be sent to: Katie Beasley (HR Administrator) at: [recruitment.silverdale@chorustrust.org](mailto:recruitment.silverdale@chorustrust.org)
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 23<sup>rd</sup> June 2024.
- Interviews to be held: week beginning 24<sup>th</sup> June 2024.

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.