

WIRRAL GRAMMAR SCHOOL

A Business and Enterprise School for Boys

Application information for the post of: **Design & Technology Technician**

"Wirral Grammar School for Boys is a forward looking school that provides an outstanding education for its students." Ofsted 2009



Dear Applicant

Design Technology Technician

Thank you for your interest in the above post at Wirral Grammar School for Boys.

Wirral Grammar School is a great place to work in. Our pupils are keen and there is a strong sense of collegiality and support among the staff. We place an equal emphasis on academic achievement and extracurricular activity, all of which can be justifiably described as 'outstanding'.

Please note that Wirral Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please note that the closing date for applications is Friday 30th September 2022 at Noon. Completed applications should be emailed with all accompanying documentation to Mrs Anna Groves at recruitment@wirralgrammarboys.com (please refer to the application process at the end of this document).

I wish you well in your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S P Ascroft', followed by a period.

Mr S P Ascroft
Headteacher

Design & Technology Technician

Salary: Pay scale 6

Salary : £17,229 per annum

Hours: 36 hours per week

Contract type: 39 weeks, Term time only plus inset days

Responsible to: Head of Creative Design

This is an excellent opportunity for a suitably experienced person to assist in the smooth running of the work in our successful Design and Technology Subject, within the Creative Design Department.

Design & Technology

Design and Technology is taught in a modern centre with five specialist areas: a design office; a hard resistant materials (metals) workshop; a soft resistant materials (woods/plastics) workshop; a sixth form workshop and specialist materials preparation area. This subject is taught to all boys in key stage 3 throughout the year. We have a good uptake at GCSE in Product Design and we run a successful A-level course.

In recent years we have introduced and developed the use of a wide range of computer aided design (CAD) and computer aided manufacture (CAM) programmes and incorporated them successfully into much of our teaching. While it is a small, close team of teachers, there have been many boys who have gone on to very lucrative and successful careers and apprenticeships with universities and local companies.

Core purposes of this role

The core purposes are:

- To provide technical support for Design & Technology including the preparation of teaching aids, displays, information and materials, the setting up and clearing away and the cleaning of equipment and materials, under the guidance of the HOD or any member of the department.
- To clean and maintain routinely any tools, equipment, stock or hardware to be used by teachers or pupils.
- To undertake constructional work including making some ancillary equipment for use as teaching aids.
- Photocopying and recording to be carried out as required.
- In the event of staff absence to ensure that cover staff have the work set by the regular teaching staff in the appropriate place at the appropriate time to ensure that pupils' education is disrupted as little as possible.
- To check and ensure cleanliness of safety equipment i.e. safety goggles to be washed/replaced.
- To manage all storage areas so that all stock is labelled and/or easily found.
- To check and maintain all hand tools, hand power tools and basic machine tools (including sharpening and setting).
- To regularly service and maintain a number of machines in the technology building e.g. sanding

machines, planer thicknesser, circular saw, dust extraction, laser cutter, CNC router, etc.

- To provide practical classroom support under the direction of the DT staff.
- Preparing materials for use in the classroom.
- To keep a check of stock materials and undertake unloading and storing of materials from outside suppliers (if this is possible).
- To order materials and equipment.
- To ensure operation within the Health and Safety guidelines and codes including maintenance and storage of goods and equipment in accordance with agreed practices.
- The regular inspection and maintenance of workshops and other DT related work areas as directed and, according to the Health and Safety at Work Act.
- A degree of flexibility in arranging timetable commitments in association with HOD
- Such other duties as may be reasonably allocated by the Senior Management Team or Head of Department.

Additional duties outside of the DT Department

- To regularly check and test electrical components with special regard to their safe use (PAT).
- Audio Visual maintenance of electrical components.
- To occasionally act as a Cover Supervisor (supervising whole classes in the case of the absence of a member of the teaching staff).
- To occasionally assist in the invigilation of examinations.

Skills and competencies required

- Suitable experience in providing support to a Design & Technology Department.
- Working knowledge of the Health & Safety at Work Act.
- Experience of checking and maintaining DT workshop tools and equipment.
- Experience of PAT testing.
- Experience of managing stock.
- Willingness to assist in the preparation and development of teaching and learning materials.

NB. Experience of PAT Testing (desirable) or a willingness to take part in training.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safeguarding Children

- Please note that Wirral Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- As part of the selection process, the interview will explore your perspectives on safeguarding young people in terms of a school context

What we are able to offer

- A high level of support with access to training where required.
- An in-house CPD programme that encourages professional development.
- A well-resourced Department
- Students who are highly motivated and want to achieve
- An ICT rich environment

School Background

Wirral Grammar School is a selective state, 11 to 18 Business and Enterprise School for Boys. The school is situated on the Wirral peninsula in the village of Bebington, one mile from junction 4 on the M53. Our school is very popular and oversubscribed.

We have extensive specialist facilities and much of our accommodation is under 15 years old, while the older parts date back to the 1930s. Thanks largely to the Target Capital Grant that was awarded in 2006, new buildings have been added and all parts of the existing buildings have been re-modelled. ICT facilities cover the whole school with WiFi connectivity to most areas and all classrooms have ICT equipment for presentation purposes. We have our own purpose built Sports Hall and extensive playing fields.

Wirral Grammar School for Boys has been a converter academy since 2011. Prior to becoming an Academy, the school was a Foundation School and this followed from the school's Grant Maintained status, which was acquired in the 1990s. We serve the immediate community of Bebington and Bromborough and each year, pupils join us from other parts of Wirral and across the county border into Cheshire.

Wirral Grammar School is a selective 11 – 18 school and entry into Year 7 is by a threshold 11+ assessment that pupils take when they are in Year 6 at primary school. The admissions process is managed by Wirral Local Authority on behalf of the school and the same assessment is used for admission to the other Grammar Schools in the area. The school has capacity to admit 155 pupils in each year group making us a five form entry school. At the end of Year 11, most pupils stay on into our Sixth Form and upon leaving the Sixth Form, the majority go on to University. In recent years there has been a growing demand for routes into higher level apprenticeship placements.

During the specialist Schools Funding programme the chosen specialism was Business and Enterprise. Although the funding has ended, we have continued to place an emphasis on Enterprise Education given the importance of this from the perspective of employability skills. Enterprise activity is promoted through the House system and encouraged through the rewards system. The fact that our boys raise in the region of £14,000 every year for their choice of charity, bears testimony to their enterprise activity.

Our pupils' personal development is further enriched through a strong emphasis on promoting leadership opportunities through peer support, academic tutoring, anti-bullying, sport captaincy and music ensemble coordination.

Participation in a wide variety of extra-curricular activities, including overseas visits, the Duke of Edinburgh Award Scheme, outdoor pursuits; together with school-based clubs, all serve to further enrich our pupils' education.

Over a third of pupils are actively learning to play musical instruments, supported by eighteen school-based peripatetic music tutors and in sport our school has a reputation for winning competitions at local, regional and national levels.

In 2018 we achieved the Unicef 'Rights Respecting Schools Award' at Silver level and we are currently working towards the Gold Award.

Since 2011, we have successfully secured in the region of £1million through the Education Funding Agency Capital Improvement Fund; this has resulted in significant capital improvements with the replacement of all windows, flat roof areas and the creation of a new 'Hall Annex'.

In our 2009 Ofsted inspection, the school was judged to be outstanding and we have retained this judgement through the policy of inspection exemption for outstanding schools. Governors and senior staff maintain a clear picture of school performance through a process of self-evaluation that reflects the structure of the school inspection framework. Each year Governors produce an Annual Review which is circulated to all stakeholders. Past copies of the review can be found on our school website.

Annual surveys confirm that parents have a high degree of confidence in the school and across all aspects of school life. The reputation of the school within the community is very strong and this is reflected in the fact that the school is typically over-subscribed.

Further information about the school can be found on our school website:

www.wirralgrammarboys.com

.Publications' section of our website includes links to a number of documents including: School Prospectus, Governors' Annual Review, Parent Handbook and recent copies of the termly news publication which is called 'Nuntius'.

We place an emphasis on professional development and we have established a strong commitment to collaboration and in-house support. Wirral Grammar School is well respected in its community and parent surveys reflect a high degree of satisfaction and confidence in the school. Parent surveys for the last academic year can be accessed through the 'Parent' link on the home page of our website. Further details about our school can be found at our website: www.wirralgrammarboys.com

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What we are able to offer

- A high level of professional support with access to training where required and induction at both Department and School levels.
- A well-resourced Department
- Students who are highly motivated and want to achieve.

- An in-house CPD programme that encourages professional development. □ An ICT rich environment

Application process

The closing date is 30th September 2022. In your application you should include the following:

- The completed Wirral Grammar School application form
- The completed WGSB Recruitment Monitoring Form
- A letter of application in which you address the following:
 - Your experience and how it has prepared you for this role
 - What your priorities would be if successful

Successful shortlisted candidates will be invited to interview, however, if you have not heard from us within one week of the closing date, please assume that this particular application has been unsuccessful.

Feedback is always offered to candidates who attend for interview but who are not appointed. We regret that we are unable to give feedback where applicants are not shortlisted to attend for interview; this is due to the large number of applications that we receive.

Applications together with all supporting documentation (as indicated in the application process above) should be emailed to recruitment@wirralgrammarboys.com