



WELLNESS  
AMBITION  
TOGETHERNESS  
CONFIDENCE  
HONESTY

# CHOSEN HILL SCHOOL AND SIXTH FORM



## Design Technology Technician Candidate Pack



CHOSEN HILL SCHOOL



**nuco** training  
APPROVED INSTRUCTOR



[www.chosenhillschool.co.uk](http://www.chosenhillschool.co.uk)



**WELLNESS**  
**AMBITION**  
**TOGETHERNESS**  
**CONFIDENCE**  
**HONESTY**

- WELLNESS:** ensuring that our work supports the emotional, social, and physical health of our staff and students
- AMBITION:** a focus on high expectations and aspirations for our students to achieve amazing outcomes
- TOGETHERNESS:** high performance comes from an environment of trust and support. We need to build and maintain strong community links beyond the school
- CONFIDENCE:** positive feedback, celebration, and a coherent knowledge-rich curriculum that gives students self-belief and esteem
- HONESTY:** a willingness to give and receive developmental support alongside strong culture of rigorous and frequent evaluation in order to be better every day



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# Welcome to Chosen Hill School

Thank you for your interest in this very important position at Chosen Hill School.

Chosen Hill School is a happy school where students, staff and parents work closely in partnership. Self-belief, aspiration, and mutual respect are key drivers in the pursuit of a culture of excellence. Our aim is that every individual will experience success. That doesn't come magically – it is the result of hard work, perseverance and commitment by the student, good teaching, encouragement and feedback from staff.

Key to a student's success is their attitude to learning and, here at Chosen Hill, we place emphasis on students developing a growth mindset, where students are encouraged to take ownership and responsibility for their learning, whilst being fully supported to do so by a broad, balanced and stimulating curriculum, a rich extracurricular and cultural offer and professional student support services.

You will find a picture of life in a dynamic community where students grow in confidence, independence, leadership, and resilience, not only in their lessons, but in the breadth of Chosen Hill School's provision. We are very proud of our tradition of student leadership and ensure that students have many opportunities to contribute to the development and success of the school and to act as role models for younger students – from Year 9 Junior Prefects to Year 11 Prefects, from membership of the Year and Whole School Councils to the Sixth Form Leadership Team and House Captains – our young people take responsibility at every stage in their school careers.

We have the highest expectations of our young people, not simply in their progress in learning, but in how they grow as good citizens. We want our students to be people we would be proud to know as our family, friends, and neighbours. When our young people go out into the world, we want them to make a very positive difference. The ethos of the school is that we all help and look out for one another. We have an impressive record of community and charity work both here and abroad, from the hosting of our own Race for Life events to World Challenge students supporting the building of new school buildings in Malawi. We encourage our students to develop as caring and responsible citizens.

Our school is at a very exciting point in its improvement journey. The vision for the school over the next five years is best summed up by our WATCH (Wellness, Ambition, Togetherness, Confidence and Honesty) words which underpin all decisions made by the school. I believe that a strong creative and practical offer for our students is essential to providing a broad and engaging curriculum and I look forward to welcoming successful shortlisted candidates to hear more about how they could help us to develop this further at Chosen Hill School.

**Matthew Pauling**  
**Headteacher**



# Chosen Hill School Leadership Arrangements

The Senior Leadership Team includes the Headteacher, two Deputy Headteachers, four Assistant Headteachers and the Business Manager.

The structure comprises of Heads of Faculties for: English, Maths, Science, BUSIT (Business and ICT), DART, Physical Education, Modern Foreign Languages, Performing Arts and Humanities.

A faculty further comprises of Assistant Faculty Leads and Subject Leads.

In conjunction with faculties there are whole school coordinator roles with specific cross school briefs.

## Chosen Hill Sixth Form

Our Sixth Form community is a successful, thriving, and forward-thinking group of individuals who are dedicated to reaching their full potential and preparing for the world beyond school. Our vision to equip students with the skills and knowledge they need to succeed in future life underpins everything that we do. We inspire confidence and ambition in our students through a challenging curriculum and a supportive environment. Our Sixth Form students feel very much part of our whole school community, and this is demonstrated through their actions and successes.

Our students display a love for learning both within the classroom and the wider school community. We have an excellent Student Leadership Programme which allows students to build teamwork, communication, and problem-solving skills. Our Sixth Form students inspire, lead, and support our younger school community through academic support in lessons, House Leadership, Sports, and transition activities.

We welcome all students who meet our entry requirements and have a desire to better themselves. We will provide support and challenge so that all students can reach their goals. The steps towards securing a place in our popular sixth form start with our Open Evening, followed by one-to-one guidance meetings, attending our Sixth Form Taster Day, bridging work and eventually enrolment and induction day.

We have a dedicated, purpose built Sixth Form facility with supervised space for Directed Study. We have a suite of IT rooms and Study rooms for group and individual work. We have social space with a canteen outlet to provide space for building friendships and making lasting memories.

All our staff are supportive and inspiring professionals with a desire to ensure that our students realise and exceed their full potential both academically and personally.

Each Sixth form student has a specialist Learning Mentor who will support them with individual academic mentoring. Our learning mentors will provide guidance on preparation for Universities, Apprenticeships, and the world of work. In addition to this, we have a dedicated KS5 Futures Lead who works closely with all Sixth Form Students to provide up-to-date guidance and support regarding next steps.

Our students are resilient, ambitious, and well prepared for life beyond school. We always have a focus on high expectations and aspirations to ensure our students achieve successful outcomes.

## Pastoral System

Chosen Hill School has a long tradition of strong pastoral care and support based on mutual respect and high expectations. We recognise that the modern world is an increasingly challenging place for young people with the rise of social media and the pressures of academic assessment. We have a well-resourced and focussed student services provision alongside our pastoral leaders to provide strong support and guidance for students both for the day to day needs and for more specific support. The quality of this provision is recognised by the school's award as a Mental Health Champion and Healthy School's status.

Each student is part of a Learning Mentor Group with one key adult as their first port of call each day in the form of their Learning Mentor. The Learning Mentor is the first person to whom a student will turn for help or advice and the first point of contact at the school for parents. Each Learning Mentor group is attached to one of our four Houses – Carne, Whittle, Masefield, and Scott.

Each year group follows a richly resourced Learning Mentor programme delivered by the Learning Mentor which focuses on Literacy, Numeracy, and personal, cultural, and social development in the KS3 and study skills, exam skills, personal and leadership development, and futures guidance in the KS4.

A Year Lead oversees each year group – Progress Coordinator who oversees the progress and development of each child in the cohort, focusing on their academic and personal progress and development and ensuring each student receives the support and guidance they need to remove any barriers to learning.

Each curriculum phase receives strategic oversight from a Senior Progress Coordinator.

## Learning Mentor Role

- To be a Learning Mentor to an assigned group of students in line with contracted hours.
- To promote the general progress and well-being of individual students and of the Learning Mentor Group as a whole.
- To liaise with Year Leads to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to the Personal Development Curriculum according to school policy
- To apply the Behaviour management systems so that effective learning can take place.



## DART (Design & Technology and Art) Faculty

We offer courses in Art & Design, Photography, DT (Food Technology, Textiles, 3D). The aim of these courses is to inspire and challenge our students to become specialists in their field; to broaden and deepen their knowledge, skills and confidence. We are a passionate team that is excited about exploring, developing, and creating projects that are stimulating for our students.





# Design Technology Technician

**Closing date for applications: Friday 2nd May 2025**

**Interview Date: To be confirmed.**

**Start Date:** As soon as possible

**Salary:** Grade 4: Point 6-8 (£25,183 - £25,992 FTE)

**Contract:** Full Time or Part Time Minimum 30 Hours (08:30 – 15:00 with 30-Minute Lunch.  
Thursdays until 16:00), Term Time Only.

Chosen Hill School would like to appoint a Design and Technology Technician to provide technical support to the Design and Technology Faculty. Previous experience of working in a school technology environment would be advantageous but this role would suit someone with an interest in Design and Technology or practical skills such as woodworking or metalwork.

The D&T Technicians play a key role in the success of the Technology Faculty, and you will be supporting the teachers and students in all aspects of the D&T curriculum from KS3 to KS5. The ability to work well in a team as well as be self-motivating is a requirement.

For further information please see the job description or for an informal visit to the school please contact Mrs Wardlaw at the school.

We offer:

- Membership of the Local Government Pension Scheme
- Cycle to work scheme option
- Free parking
- Employee Assistance Programme
- Free Breakfast and coffee machine
- CPD Opportunities

## Recruitment Checks

The Headteacher and The Governing Body of Chosen Hill School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We require all new employees to complete an enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed, or resigned from, a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances, and background to the offence.

As part of our due diligence within safer recruitment, school will be conducting online searches to help identify any incidents or issues which may need to be explored at interview. These searches will include, but will not be limited to, Facebook, Instagram, Twitter, and Google.



# Design Technology Technician

Post title:	Design Technology Technician
Reporting to:	Head of Faculty, DART
Liaising with:	Head of Faculty DT Teachers SLT Staff Students
Working Time:	Full or Part Time (Minimum 30 Hours), Term time Only
Salary/Grade:	Grade 4: Point 6-8 (£25,183 - £25,992 FTE)
Disclosure Level:	All positions are subject to an enhanced DBS check as standard practice

## Main (core) Duties:

The specific duties and responsibilities pertaining to the D&T Technician are to be read in conjunction with the School's Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.

## Support for Staff:

- To prepare materials (Mostly wood, metal and plastics) and equipment for use by teachers and students in classroom, including preparation of the workshops for practical lessons and new projects in line with Scheme of Learning Changes.
- To collaborate with departmental leaders in creating, controlling, managing and processing financial orders.
- To undertake basic maintenance routines on equipment and tools used in the classrooms.
- To regularly check for faults and report to Head of Faculty and Assistant Head of Faculty.
- To provide support to teachers during lessons in the use of equipment and machines.
- To be aware of, and adhere to, current health and safety codes of practice as advised by the Head of Faculty and Assistant Head of Faculty.
- To organise logistics of equipment.
- To provide technical support to teachers and learners.
- To assist with the faculty administration.
- Developing technical guides/step-by-steps
- Photographing work
- Updating health and safety/risk assessment guides.

## Support for Students:

- To assist with lessons and practical work.

## Essential Personal Attributes:

- Ability to work as part of a team and on own initiative and with resilience.
- Self-motivating with the ability to multi-task.
- Good interpersonal skills, and the ability to enthuse and motivate others.
- Good communication skills and ability to work with people at all levels.

- Flexible and adaptable.
- Ability to work under pressure. (Desirable)
- Holds First aid at work qualification or willingness to undergo first aid training. (Desirable)

### **Administration:**

- To provide clerical administration support to the teaching staff in D&T; including word processing, emails, dealing with telephone enquiries.
- To undertake stocktaking and replenishment ordering and storage of materials under direction of Head of Faculty.
- To set up and maintain a system for loaning equipment across the D&T facility.
- To carry out daily/weekly checks in the workshops checking:
  - Equipment.
  - Materials.
  - Safety signs.
- To organise own timetable around teaching staff timetables.

### **Other Related Duties:**

- To advise that all relevant Health and Safety guidelines are observed in D&T areas and in the first instance report any problems to Head of Faculty.
- To assist with Health and Safety audits.
- To undertake First Aid training to support the DART Faculty.
- Knowledge/experience or working with wood and plastics.
- Good working knowledge of maintenance and best practice of equipment.
- Good knowledge of ICT packages relevant to curriculum.
- Good ICT skills.
- Accurate record keeping and storage.
- First Aid accreditation (Desirable).
- Excellent Health and Safety and risk assessment practice.

### **Practical Skills:**

- Ability to communicate with young people, both individually and in a group setting.
- Able to develop and maintain close links and work effectively with staff both within and beyond the school.
- Confident basic user of ICT. Must be numerate and well organised.
- Good planning and organisational skills and a flexible approach to the management of work.
- Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.
- Ability to prioritise own workload
- Able to gather information and produce reports
- Confident user of ICT. Must be well organised.
- Good planning and organisational skills and a flexible approach to the management of work.
- Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.

### **Staff Development:**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Performance Management Review process.

# Employee Responsibility

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- To support the school in meetings its legal requirements for worship.
- To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary/reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Health and Safety:

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy. This includes Vapes and E-Cigarettes.

## Special Conditions:

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## Disability Confident Statement

As a Disability Confident employer Chosen Hill School is committed to equal opportunities and encourages applicants from all backgrounds and communities and guarantees to offer any disabled applicants an interview providing, they meet the minimum criteria for the vacancy.





# **CHOSEN HILL SCHOOL AND SIXTH FORM**



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