



**MONK'S WALK**  
**SCHOOL**

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**Design Technology Technician (Food Tech)**  
**Candidate Information Pack**

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**'Excellence for All'**

## This post

We are seeking an enthusiastic colleague to join us as a Design Technology Technician from November 2022 if possible.

Closing date for applications: **noon on Friday 7 October 2022.**

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### Key facts about Monk's Walk School

#### All Ability

For students aged 11-18 of all abilities. Over 1380 students

#### Popular and oversubscribed

690 applications for 236 places in Y7. 96% of parents say they would recommend the school (Parent survey June 2021)

#### Strong ethos

Inclusive ethos with focus on mutual respect and good behaviour. We aim for our students to be co-operative, courteous and kind.

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#### Academically successful

Great outcomes at both GCSE and A Level.

#### Broad Curriculum

24 courses delivered at GCSE and 26 at A Level, including Physics, Chemistry and Biology

#### Broad extra-curricular programme

A wide programme of activities, trips and visits

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#### Popular sixth form

252 in the sixth form and a member of the Welwyn Hatfield consortium.

#### Strong focus on wellbeing

For both staff and students. 98% of staff say they enjoy working at MWS (Staff Survey July 2021)

#### Strong focus on staff development

We are committed to staff development

# Our school

*2019 exam results are given as an illustration rather than the centre assessed grades awarded in 2020 and 2021*

We are a mixed school of about 1,380 11-18 year old students in Welwyn Garden City, a Hertfordshire new town on the outskirts of London. Transport links are superb – direct rail links to London in less than 30 minutes; M1, A1(M), M11 and M25 all minutes away. WGC is a pleasant place to live – it even has John Lewis! The school is situated in a greenbelt area in the prosperous northwest corner of the city. Our grounds are magnificent and the view from the school is lovely. In September 2020 we opened a new teaching block to replace one of the more rundown ones.

Monk's Walk is a genuinely comprehensive school, although the intake profile is changing – the prior attainment of students coming into the school is rising. The number of students with learning challenges is below the national average, with 11.6% supported at school action plus or with an Education and Healthcare Plan (EHCP). Our support for students with SEND is a real strength of the school.

We have a small number of blind or partially sighted students who receive specialist support. We also work very closely with Knightsfield School, a special school for deaf children on our campus.



Parental confidence in the school is high; there were 690 applications for 236 places in Year 7 for September 2021, with 200 of those as first preference. Each year we hear appeals for students wishing to join the school.

The school has an extremely effective behaviour policy and in general behaviour is very good indeed. Our students want to learn and our parents are, on the whole, extremely supportive. Attendance is high. Our aim is for our students to be co-operative, courteous and kind.

There is a genuine 'buzz' around the school and we have a very strong reputation in the city. In February 2018, the school was judged once again by Ofsted to be 'good' - please read the inspection letter which can be found on our website (or on Ofsted's) should you wish to apply. We were really pleased with the comments made by inspectors.

GCSE exam results in 2019 were strong. In the basics, 47% of students gained a strong pass in English and maths and 76% a standard pass. This puts us well above the national average. Our attainment 8 was 52.5 and progress 8 +0.11. Results in English at GCSE and A Level are very good indeed.

In terms of progress, disadvantaged and SEN students do better in the school than they do nationally. BAME students attain very well and have good progress, as do each of the ability groups. Girls' and boys' attainment until 2019 had been exactly the same, in 2019 boys fell

behind a bit so we are working on that. We pride ourselves on the fact that Monk's Walk is an inclusive school.

The school has about 252 in the sixth form and this is the largest sixth form the school has ever had. We are also a member of a consortium with four other schools which provides a wide range of opportunities for students. Monk's Walk has the largest sixth form of the five schools and currently we have 68 guest students in Year 12 and 45 in Year 13. At Monk's Walk we concentrate on providing A Level only (with the exception of iMedia), with decent numbers of students studying the facilitating subjects. Vocational programmes can be taken at Oaklands College or in other consortium schools.

Sixth form results are good and improving, but our ambition is for them to be even better. In 2019 our average point score per entry was 34.09, above national. We are very proud of the destinations of our sixth form students. In 2021 all students who applied made it to their first or second choice university, high quality apprenticeship or employment. Students access a range of universities, including six to Cambridge in 2021.



We do not pursue academic achievement at the expense of the wider development of the individual, however. Form tutors, heads of year and heads of house all have important roles in the social, personal and academic support of individuals. Our house system is strong, providing a range of all-ability competitions and activities for mixed age groups. Recently we have become the first school in the country to have a recycling machine with the credit going as house points. All members of staff are allocated a house, except me who has to try to stay impartial of course.

Unfortunately, some schools are making cuts in creative subjects such as Art, Music, Drama and PE and even some DT specialisms. At Monk's Walk, these subjects are strong as we see these areas providing important learning opportunities for our students. All of these subjects are running at GCSE and A Level.

We have a full orchestra (as well as other musical groups), thriving Art, Music, PE and Sport and an outstanding Drama department. Members of other departments involve themselves in extra-curricular activities in Music, Sport and Drama.

Knightsfield School (a special school for deaf children) is co-located with Monk's Walk School. We have an outstanding partnership arrangement; at key stage 3 Knightsfield students join classes in Art. A few students are also integrated into GCSE groups. Knightsfield students join ours for lunch every day in our canteen in B Block. One of our music teachers teaches at the school.

The school became an academy in September 2012. The decision to convert was purely pragmatic and trustees have no intention to make changes to teachers' pay and conditions beyond those made as part of national agreements.

Induction, training and continuing professional development have a very high priority in the school. All staff have an induction programme on joining the school.



# Safeguarding at Monk's Walk

Safeguarding at Monk's Walk takes precedence over any other activity in the school. It's vitally important to us that students feel safe in school so they can learn and thrive. As part of the recruitment process, we will ask about safeguarding students and obviously questions about candidates' suitability to act as a counsellor in a school. References will be sought and an enhanced criminal records check will be undertaken for this position.

## The Design Technology Department at Monk's Walk

The design technology team is effective, with a wealth of experience, knowledge and expertise covering the areas of resistant materials, graphics, electronics, food and textiles. There are 9 members of staff; teaching and non-teaching (technicians). The team is hard working and are always looking at ways of improving the delivery of the curriculum, whilst raising pupil achievement. Above all, the department is very passionate about the subjects it teaches and shares this enthusiasm with the pupils in classrooms and workshops. It is a friendly group that believe that teamwork is the key to succeed as a department.

In Years 7-9 students are taught in mixed ability groups where they rotate around various focus areas and experience a variety of materials and approaches to design problems. Students learn basic safety rules and how to use tools, equipment and techniques in specialist workshops. There is an emphasis on key designing and making skills including planning, budgeting and problem solving.

There is an initial focus on the different properties of materials and how these can be used to advantage as well as structures and control systems e.g. electrical, electronic and mechanical.

Electronics, food, graphics, resistant materials and textiles workshops are the focus areas visited in rotation during Years 7, 8 and 9. There is full use of ICT (within classrooms and also a designated design and technology suite of computers within D block) and teachers make use of a range of software packages.

There is a good uptake at GCSE, which we would like to increase further. Students can choose to follow a full course in Food Preparation and Nutrition, graphics or resistant materials. Results are improving with particularly good outcomes in resistant materials and food technology.

Our Key Stage 4 courses have been designed to encourage a natural progression to the sixth form. The school is a member of the Welwyn 16-19 Education Consortium and contributes to the teaching of 'A' level design and technology. We currently offer A level product design at Monk's Walk. Other courses in food and textiles are offered as part of the consortium.

The department is located in two areas of the school – 'D' Block and 'E' Block, which are adjacent. Both blocks have staff offices where colleagues can work. We have a number of PCs located in the department's computer suite, and CAD/CAM equipment includes a laser cutter and plotter. All teachers have their own teaching room, use of workshops and display area.

# Job description

**Post Title:** Design Technology Technician (Food Tech)  
**Job Grade:** H2  
**Responsible to:** Louise Hartley, Head of Design Technology

## Job Purpose

- To support the Food and Textiles sections of the Design & Technology Department Team

## Key Processes & Responsibilities

- Collecting together materials and equipment as requested
- Distribution, organisation, collection and return of equipment, apparatus and materials between storage and classrooms and workshops.
- Materials stock control
- Making and preparing materials
- Maintain in a safe and operational condition the Design & Technology equipment
- Helping to maintain workshops in good order
- Support students in lessons through direction of the teacher
- Other duties as requested from time to time by the Head of Design & Technology

This job description sets out the duties of the above post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Other specific responsibilities may be negotiated and agreed with the successful applicant.

*The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

# Person specification

## 1. Educational Qualifications

- Relevant Continuous Professional Development Training Courses

## 2. Professional Experience

- Experience in Industrial or Manufacturing environment
- Experience of working in a school or similar organisation
- Working as part of a team

### **3. Professional Knowledge and Understanding**

- Effective practise and approaches to the Design and Technology Dept.
- Ability to use ICT
- Able to communicate both orally and in writing
- Able to prioritise and plan ahead

### **4. Personal Qualities and Skills**

Ideally, we are looking for someone who:

- Is committed to the Design and Technology Dept.
- Is reliable, well organised and committed to high standards
- Is co-operative, flexible and responsible
- Is sympathetic to the needs of the school community
- Is patient, optimistic and with a fantastic sense of humour
- Is punctual, with a smart appearance
- Is able to maintain confidentiality

That is all!

(D = desirable, all other essential)

## **Your role in our future**

Monk's Walk School is a thriving, vibrant, learning community where our aim is to bring the best out of everyone. It is a very good school and like most good schools, we know we need to keep on improving to provide the best for our students.

I hope this information has given you a flavour of our school. Please read the Ofsted report and visit our website and Facebook page – Monk's Walk School Official - for more information. If you feel you can contribute to the high standards of teaching and learning and would like to join us, then please apply.

## **How to apply**

I really hope the information we have provided makes you want to apply to join us. If you would like to discuss the position in more detail or would like to visit the school before applying, please contact Nick Haynes, Deputy Headteacher. His e-mail is [nhaynes@monkswalk.herts.sch.uk](mailto:nhaynes@monkswalk.herts.sch.uk).

Please apply using the application form on our website. You should also write a letter of application. In your letter of application, please can you explain how you demonstrate that you fulfil the requirements of points 2, 3 and 4 on the person specification (page 6 in this pack).

The deadline for us to receive your application is **noon on Friday 7 October 2022**. Please e-mail your application to: [recruitment@monkswalk.herts.sch.uk](mailto:recruitment@monkswalk.herts.sch.uk), marked for my attention.

We look forward to hearing from you.

## What happens next

We will shortlist for this post and then we will contact shortlisted candidates by telephone or e-mail to invite them for interview. We will ask referees of shortlisted candidates to complete our reference form, a copy of which can be found on our website for your reference.

Kate Smith  
Headteacher  
September 2022