St Bede's School

'Christian Education at its Best'



Design & Technology Technician

Job-share totalling 36 per hours per week,
40 weeks per year

To start: ASAP

Application Deadline: 09:30am on 31st January 2022

64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108

Belonging *Education* *Determination* *Excellence* *Service*

Ofsted Outstanding Provider

St Bede's School

'Christian Education at its Best'

About St Bede's

At St Bede's we are proud to serve roughly 1,850 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Baccalaureate.

Measure	2017	2018	2019
Attainment 8	54.9	57.6	58.27
Progress 8	+0.48	+0.68	+0.73
EBACC	43%	49%	54%
EBACC entered	74%	77%	84%
4+ English	84%	86%	92%
4 +Maths	89%	88%	89%

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.

Please see our staff prospectus for further information about working at St Bede's.

"A zest for learning permeates the whole school. Teachers' high expectations mean that pupils are ambitious for their own futures and approach their learning with deterimination and resilience."
Ofsted 2017

Design & Technology Technician

This is a rare and exciting opportunity to become a team member in a long established and successful design and technology department. This role is offered as either a full-time position or as part of a job share, with a total of 36 hours per week, 40 weeks per year and could be worked by two people, part-time, or one person full-time. The actual gross salary for 36 hours per week, 40 weeks per year is £19,361 which will be paid pro-rata, depending on the hours worked by each successful candidate.

The successful candidates will be instrumental in influencing the next generation of designers and engineers and will have a role in helping to shape the future of the department. We have three well equipped multi-media workshops with access to a vast selection of hand tools, wood and metal lathes, a milling machine, brazing hearths, sand casting equipment, a MIG welder and a working forge. A graphics room with good IT provision, and a computer suite with a range of CAD/CAM facilities including a laser cutter, a CNC router, 3D printer and vinyl cutters. Responsibilities include: preparing resources for lessons; maintaining stock and equipment; overseeing students undertaking practical tasks; maintaining a safe environment (see the following job profile for more detail).

The daily working pattern will be 08:00 to 16:00 with a 50 minute unpaid lunch break. The employment is for the 39 term time weeks of each year including inset days, plus 1 additional week to be worked during school holidays.

The department offers students a range of courses. At KS3 students are introduced to a range of equipment and skills including woodworking, metalwork, electronics, engineering and graphics. At KS4 we teach Product Design GCSE and Vocational Engineering. At KS5 students are offered the freedom of the workshops to develop their design and manufacturing expertise while studying A Level Product Design; as a result many of our students progress to degree level. This is a fantastic opportunity for those who have previous construction, engineering or manufacturing experience or could also be a great development opportunity for someone seeking to develop their skills and knowledge in these fields. On the job training and support will be provided along side accredited health and safety training.

Support staff are valued members of the school community and fill vital roles. They are respected for the expertise they bring to their area of work. St Bede’s supports the professional development of its staff and takes staff wellbeing very seriously.

Annual salary reflects the contractual hours and weeks per year and is calculated using a Surrey Pay formula which includes payment in respect of statutory annual leave allowances. Salary is paid in 12 equal monthly instalments.

There is no entitlement to take leave during term time. All holidays must be taken during school breaks.

Job profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and will work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. All staff are expected to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

Role Purpose: To provide practical support to teaching and learning in the design and technology department, playing a crucial role in supporting and improving students' learning experience.

Key deliverables include:

- Supporting the work of the design and technology department primarily by ensuring that the resource and materials requirements of the department are effectively met
- Supporting students and teaching staff when doing practical tasks
- Preparing materials, equipment and resources for lessons and maintaining adequate material stock
- Administrative tasks in support of outstanding teaching and learning
- Maintaining a safe environment

Contract The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

Job Family: Operational Services **Grade:** 5

Responsible to: Head of Department – Design & Technology

Accountabilities & Tasks
The key accountabilities are numbered below. Additional information/responsibilities are shown as bullet points under each accountability and are not considered to be exhaustive.

2.Support & Service Delivery

1. Monitoring and maintaining a programme of activities and interventions e.g. wider curriculum support, lunchtime resourcing & coordination
2. Use of specialised tools and equipment
3. Provide specialised support / interventions for individuals or groups. This may include leading on a specific allocated intervention
4. Provide support with whole class supervision for teachers' planned lessons
    - maintaining a safe environment
    - operating equipment
    - performing simple assessments (e.g. marking books according to a clear scheme, checking that student work is complete)
    - working directly with students where appropriate
    - controlling resources and materials

5. Monitor and assist with routine tasks such as cleaning equipment, tidying up and maintaining supplies of materials and equipment
6. Contribute to broader activities by providing specialist support and effective resourcing, coordination and monitoring of those activities
7. Assist in the general well-keeping of the department rooms ensuring that tools, equipment, materials and working areas are kept in clean and tidy order
    - Administration and communication including photocopying, printing, filing, conveying messages, creating displays of information and student work etc.

3.Planning & Organising

1. Plan and organise own work and work of other members of the team (where appropriate) to meet given priorities
    - Work flexibly to provide a range of support to the Design and Technology teachers in their work and to adopt specific responsibilities by agreement with the Head of Department
2. Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard
    - Ensure that appropriate resources are available when required
    - Create and maintain displays of information and /or student work
    - Setting rooms for required purposes

4.Work with Others

1. Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service
    - Assisting staff and students by providing technical advice and help (e.g. manufacture pieces of equipment, jigs and fixtures as required by staff for class demonstrations and student use)
2. Develop strong relationships with partners and stakeholders to deliver a timely and efficient service
3. Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures

5.Policy and Compliance

1. Adhere to established processes, standards of service delivery and use of equipment to support any associated regulatory or technical compliance requirements
    - Maintain and repair equipment, including tool sharpening, ensuring all equipment is kept in a good working order
    - Organising workshops and store rooms (including the storage of student work)
    - Maintain a safe and tidy environment
2. Contribute to operational functions by providing practical support and effective organisation of activities

5. **Finance & Resource Management**

1. Deliver a range of practical services in support of existing systems or processes to agreed standards, to maximise service quality and continuity
    - Procure, prepare and issue resources required by teaching staff and students, including record keeping of resources needed or used
    - Maintain equipment and tools in clean and good working order

6. **Analysis, Reporting & Documentation**

2. Assist in the delivery of relevant projects and assessments
3. Ensure information and records are processed and stored to agreed procedures
4. Ability to store data and carry out basic analysis
5. Prepare and despatch a range of correspondence and documents connected with the defined area of activity
    - Keeping records (e.g. work completed by students)
    - Collating reports
    - Despatching coursework
    - Checking and updating lists; liaising with student, completing paperwork, arranging meetings conveying messages

7. Duties for all

6. Values: To uphold the values and behaviours of St Bede's School
7. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity
8. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others
9. Core National Standards for Supporting Teaching & Learning
    - To understand and carry out role in line with agreed standards, expectations & qualifications
    - Contribute to and influence children's learning and personal development
10. To have regard to and comply with safeguarding policy and procedure as appropriate

8. Additional Requirements

11. Carry out any other task which might reasonably be required

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Person specification

	Essential	Desirable
Christian Commitment	• Strong personal commitment to the ethos of St Bede's School • Able to work effectively within an explicitly Christian context.	• Personally committed and practicing Christian, member in good standing of any denomination served by the school • Informed and thoughtful about current Christian issues
Education and Training	• A good standard of education – (Minimum GCSE Grade C in English & Mathematics or equivalent experience demonstrable by testing) • Able to engage with the academic work of the department; interest in the teaching process • Relevant practical skills	• Training and / qualification relating to use of wood / metal machinery • Ability to use a variety of IT tools including CAD /CAM • Specific knowledge / background interest relevant to the department.
Experience / Skills	• Effective collaboration and teamworking • Confident in communicating with colleagues and students • Demonstrate initiative • Confidentiality • Problem solving – identifying problems and finding solutions • Good IT skills in a variety of software packages	• Knowledge and experience of using SIMS
• **Personal Qualities**	• Friendly, positive disposition • Flexible and co-operative • Self-motivated and hardworking • Patience and perseverance • High standards of personal presentation • Willingness to learn new skills and undertake training • Committed to professional development and prepared to undertake training as required by the role	

How to apply

If you would like to apply please complete our application form for support staff posts and send it to us with a supporting statement which explains what attracts you to the post, as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

jobs@st-bedes.surrey.sch.uk

If you have any queries please contact the HR team by sending an email to jobs@st-bedes.surrey.sch.uk

The deadline for receipt of completed applications is Monday 31st January 2022 however please note that applications will be reviewed on receipt and so it possible the vacancy may close prior to the deadline stated.

We look forward to hearing from you.

Our data protection policy for job applicants is available at:
http://www.st-bedes.surrey.sch.uk/3041/data-protection