

# Recruitment Pack



Design Technology Technician  
October 2021



School ready; Work ready; Life ready

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## Horizon Community College: Our Vision

The economic, cultural and social landscape of Barnsley is changing. Opportunities in further education, higher education and professional roles are increasing; opportunities for individuals to shape their own career pathways are growing; opportunities for individuals to challenge traditional socio-economic patterns are multiplying.

At Horizon Community College, our responsibility is to prepare students for this reality. We want young people to leave the College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of qualifications and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area and beyond.

Our curriculum is tailored to the needs of and meets our ambition for each individual student. This is underpinned by the College's core values which help to prepare every student for a lifetime of success. Our Curriculum and Culture ambition:

- aims to **challenge every learner, in every lesson, every day**
- develops the character and skill set of all, through the belief that we are '**Positive Role Models**'
- ensures **opportunities for all** through our personal development and Careers and Enterprise programmes.

Successful education is also about working in close partnership with our families and the community to ensure our students succeed in each School year and are prepared for the next appropriate phase of their education. We work together to empower our students to believe that anything and everything is possible.

We heavily invest in the growth and development of our entire workforce, so they are also prepared for the next phase of their careers. We promote 'one team' working hard to support each other. We are focused on continued professional development for staff at every level.

We embed a curriculum and culture that results in Equity of Opportunity, Strong Community, High Expectations, Global Readiness and Kindness so that our students are School Ready; Work Ready; Life Ready.



**Claire Huddart**  
**Principal**

**We are delighted that you are applying for a role at Horizon Community College, and hope that this document will inform you about how we aim to provide the very best secondary education in Barnsley and beyond.**

# Vision Overview 2020-2025

## Vision

**School Ready; Work Ready; Life Ready**

## Ambition

Our Curriculum and Culture:

- aims to **challenge every learner, in every lesson, every day.**
- develops the character and skill set of all, through the belief that we are **Positive Role Models.**
- ensures that there are **opportunities for all** through our personal development and Careers and Enterprise programmes.

## Values

Tolerance Teamwork Kindness Respect Pride Engagement Questioning Independence Organisation Resilience

## Aims

Equity of Opportunity	Global Readiness	High Expectations	Strong Community	Culture of Kindness
To remove academic and social barriers and ensure equitable access to qualifications, programmes and wider opportunities in College.	An ambitious curriculum that ensures students gain the knowledge, skills and cultural capital needed to graduate with options to be highly successful and make a positive contribution to the community and beyond.	Students are challenged and supported to reach their highest academic potential. An extensive personal development programme allows students to build character and resilience ensuring personal growth year on year.	Engage with our students, families, staff and community to cultivate a safe and welcoming College built on mutual respect and courtesy so all learners thrive. Students recognise risk and know how to stay safe.	A culture of Kindness throughout the College, with caring and culturally proficient, tolerant students and staff.





# CORE VALUES

## At Horizon Community College

<b>PRIDE</b> Wear full College uniform at all times Take pride in all you do and actively look to improve your work	<b>ORGANISATION</b> Bring correct equipment to every lesson Organise your time and complete homework to the best of your ability	<b>ENGAGEMENT</b> Be focussed and attentive in lessons act on advice and feedback Seek to discover new things & be prepared to take risks	<b>QUESTIONING</b> Contribute in every lesson Ask questions to deepen your knowledge and understanding	<b>RESPECT</b> Follow staff instructions the first time & every time Be honest and polite to others	<b>KINDNESS</b> Be considerate and supportive of others Treat others as you would expect to be treated	<b>TEAMWORK</b> Engage with cooperative learning Take on an active role within the team, readily sharing ideas and information	<b>TOLERANCE</b> Value others regardless of sexuality, race, faith gender or disability Accept the quirks of others	<b>INDEPENDENCE</b> Demonstrate dedication & commitment Be self-disciplined and evidence self-direction	<b>RESILIENCE</b> Persevere and recognise it is alright to make a mistake Respond well to constructive criticism
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## Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit: <https://horizoncc.co.uk/safeguarding/>

## Vacancy Details

<b>Role:</b>	<b>Design Technology Technician</b>
<b>Salary:</b>	<b>Grade 2 (£15,553 - £16,293) Actual Salary</b>
<b>Hours Per Week:</b>	<b>37</b>
<b>Type:</b>	<b>Permanent, term time only plus 2 INSET days</b>
<b>Closing Date:</b>	<b>Tuesday 19 October 2021 at 12 noon</b>

As a technician for the Design Technology department, you will provide support to the staff teaching Resistant Materials and Graphics, as well as Food Technology and Textiles where necessary. You will work closely with the subject teachers in each subject taught within the department to ensure students are supported to achieve their very best, and that the working environment is safe, well resources and operating efficiently. Experience with CAD, CAM and 3D printing to support teaching and learning would be desirable.

Your main areas of responsibility will include:

- Ensuring learning activities are prepared for, by assisting and teaching staff on the preparation and resourcing of lessons, the set up of classrooms for practical exercises, and trialling activities;
- Preparing equipment and materials for lessons in line with the specification of teacher requisitions;
- Advising students on the safe and proper use of tools and equipment.
- Supporting students in material preparation;
- Assisting in practical lessons and after hours activities when requested;
- Assisting in the safety, repair and general maintenance of all resources, equipment and tools, and with stock keeping;
- Ensuring implementation of health and safety regulations, including undertaking safety checks and risk assessments as required;
- Assisting in the safe and secure stored of equipment and materials, ensuring resources are in good condition and readily available for issue;
- Safe disposal of hazardous waste.

As part of the staff team at Horizon Community College, you will benefit from:

- Personalised professional development
- A strong community and culture of kindness
- An emphasis on staff wellbeing, including free breakfasts, free access to the fitness suite and HR drop-ins
- Excellent travel links to Sheffield, Rotherham, Doncaster, Leeds, Wakefield and beyond
- An emphasis for every member of staff to realise their potential

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant.

Horizon Community College reserve the right to close this advert prior to the closing date above.

## Job Description

<b>SERVICE AREA: Horizon Community College</b>	
<b>JOB TITLE: Design Technology Technician</b>	
<b>GRADE: 2</b>	
<b>RESPONSIBLE TO: Director of Operations</b>	
<b>EMPLOYEE SUPERVISION: None</b>	
<b>DATE AGREED:</b>	<b>BY WHOM:</b>

### Purpose of Post:

To provide technical support across the College, particularly within Design Technology, and so contribute to effective teaching and learning.

### Key Areas:

- To provide technical support to staff and students within the Design Technology Department ensuring the effective use of resources
- Organise and manage the use of practical resources
- Day to day maintenance of equipment in accordance with Health and Safety policies and procedures.

### Duties and Responsibilities:

#### Organising and Managing Practical Resources

- Manage the distribution and collection of equipment and materials as required within departments.
- Organise, store and check the condition of resources, security marking as appropriate.
- Dispose of waste materials in accordance with COSHH regulations.
- Prepare resources (solutions and cultures) for lessons.
- Ensure the efficient use of resources.
- Undertake stock control, ensure consumable levels are maintained and keep up-to-date records as required by the department.
- Operate machinery in accordance with health and safety policies and procedures.
- Liaise with the Subject Leader for Technology for the purchase of resources.

#### Maintenance of Facilities and Resources

- Ensure the day to day maintenance of equipment in accordance with Health and Safety policies and routines of the College.
- Provide general maintenance to work areas, including undertaking minor repairs.
- Liaise with the Subject Leader for Technology to arrange for specialist works to be undertaken by external companies.

#### Technical Advice and Assistance

- Provide technical support for teaching staff, support staff and work with students in practical lessons as required.
- Undertake research and trial new techniques to support the curriculum.
- Ensure, as part of the team, that Health and Safety practices are followed and that any concerns are promptly reported to an appropriate manager.



### **Administration**

- Contribute to the effective administration of the department.

### **Support for the College**

- 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.
- Ensure every child is valued for who they are and that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the College.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development 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.

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

**The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

## Employee Specification

When filling in the application form, please demonstrate with clear, concise examples how you would meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applications for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Minor)
<b>Relevant Experience</b>	Experience of working in a similar environment.	Application form/interview	Essential
	Experience of working as part of a team.	Application form/interview	Essential
	Experience of working with children and young people.	Application form/interview	Essential
	Experience of working with a range of mechanical equipment.	Application form/interview	Essential
<b>Education and Training Attainments</b>	4 GCSE's (Grades 9 – 4, A* to C) in English and Mathematics. (For those not possessing these qualifications experience in a similar environment must be demonstrated.)	Application form/qualification certificates	Essential
	Certificate in manual handling.	Application form/interview	Minor
	Relevant qualification in Design Technology	Application form/interview	Minor
<b>General and Special Knowledge</b>	Basic knowledge of health and safety issues and procedures.	Application form/Interview	Essential
	Basic knowledge of Design Technology related subjects.	Application form/interview	Essential
<b>Skills and Abilities</b>	Ability to be organised.	Application form/interview	Essential
	Ability to work on own initiative.	Application form/interview	Essential

	Ability to prioritise a range of tasks.	Application form/interview	Essential
	Ability to communicate effectively at all levels.	Application form/interview	Essential
	Ability to use ICT applications	Application form/interview	Essential
	Ability to be flexible and reliable in terms of working arrangements.	Application form/interview	Essential
	Ability to organise and manage practical resources.	Application form/interview	Essential
	Ability to support teaching and learning	Application form/interview	Essential
	Ability to maintain appropriate relationships with children and young people.	Application form/interview	Essential
	Commitment to the safeguarding and promotion of the welfare of children and young people.	Application form/interview	Essential
	Ability to maintain and operate mechanical equipment/wood working machinery	Application form/interview	Essential
	Ability to undertake minor repairs to equipment	Application form/interview	Essential
	Ability to provide technical support	Application form/interview	Essential
	Skilled in CAD CAM and 3D printing to support Teaching & Learning	Application form/interview	Desirable
<b>Additional Factors</b>	Willingness to undertake any necessary training	Application form/interview	Essential

**In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.**

## Employee Benefits

The college offers the following benefits to its staff in addition to competitive salaries:

- Access to Local Government or Teachers' Pension Scheme
- Excellent access to the college by public transport – direct trains to Barnsley from Leeds, Huddersfield, Sheffield, Wakefield, Meadowhall
- Proximity to the M1 and A628 – around 30 minutes commute from Leeds, Huddersfield, Sheffield, Rotherham, Doncaster
- Comprehensive staff wellbeing offer including: free breakfast; access to local authority wellbeing support; in-college HR wellbeing guidance and access to counselling; staff workload review; flu vaccinations; free access to the college gym
- A comprehensive professional development programme for teaching and support staff, including opportunities for achieving professional qualifications and supporting career progression
- Free Microsoft Office 365 and OneDrive for personal use for up to five machines/devices.

Horizon Community College is committed to ensuring and promoting the wellbeing and professional support of all staff under its care.

## The Application Process

Please read the Guidance Notes for Applicants before completing an application form.

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.

**This is an exciting and rewarding role and we look forward to receiving your application.**

Should you wish to discuss the role further please contact us on 01226 704230.