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ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY

**FURTHER
PARTICULARS FOR
THE POST OF:**

**DESIGN AND
TECHNOLOGY
TECHNICIAN**

FEBRUARY 2025

Ilkley Grammar School
Design and Technology Technician
Scale Pay Point 5 (Range 5 - 6) £6,737.52 - £6,996
Pattern hours will be 12 hours each week
The days are TBC around our existing technicians
8.30am to 3.00pm with a 30-minute unpaid lunch each day
Term time only

Thank you for requesting details for the post of D&T Technician. We are looking for a colleague to join our Design & Technology department at this successful, oversubscribed comprehensive Academy.

The successful applicant will have high expectations and an unwavering commitment to all staff, students and stakeholders.

This is an exciting time in the school's development. In July 2022 it was announced that IGS has been selected for the next phase of the national Schools Rebuilding Programme and will receive substantial capital investment to rebuild and /or refurbish parts of the school. This will have a transformative impact on the learning environment at IGS and will substantially reduce our carbon footprint.

We deeply care for our staff as well as our students and take their wellbeing seriously, engaging regularly and meaningfully with all colleagues. We have a strong associate staff team employed across student support and pastoral roles, administration, premises management, IT support, finance, catering and operational management. We are sensitive about the importance of managing staff workload. All staff have access to an Employee Assistance Programme, and we have an embedded schedule of extra-curricular, voluntary 'Wellbeing Wednesday' sessions for staff to access across the school year. The school closes earlier for students on Wednesdays to accommodate these sessions as well as to facilitate whole school and departmental staff development and training.

Despite our considerable success, we are not complacent and the commitment to our Personal Best values and our motto "Growing in Wisdom and Stature" means that we continue to drive school improvement to further raise standards. It is important to us that students are equipped with the confidence, skills and personal qualities to make a positive difference to their own lives and to that of others. We can guarantee high-quality support in the role, committed and effective colleagues, well-motivated and aspirational students, opportunities for partnership working and a very supportive community. In return, we will expect a positive and enthusiastic approach, an unwavering commitment to our Personal Best values and a passion for working with young people to make a positive difference to their lives.

If you are inspired by this opportunity and have the qualities to contribute to our high-quality provision, then we would be delighted to hear from you.

How to Apply

As part of your online application in the Personal Statement section (no more than 2 sides of A4) please explain:

How your skills, qualities and experiences make you a suitable candidate for this post.

The closing date for this post is: 8am Monday 24th February 2025
Provisional interview is scheduled for w/c 24th February 2025

Please be aware that we reserve the right to close early, and so early applications are encouraged.

If you do not receive an invite to interview by Friday 28th February 2025 we regret your application will have been unsuccessful on this occasion, but we wish you every success in your future career.

Thank you again for your interest in our school.



Carly Purnell
Headteacher

ILKLEY GRAMMAR SCHOOL

Design & Technology and Food Technology Subject Profile

The Design and Technology team consists of 4 full time and 6 part time teaching staff, plus four specialist technical support staff. Our aim is to inspire all learners to be creative, to solve problems, make quality products, and to enjoy their achievement and success. We work hard and set high standards and we are fortunate to enjoy a good take up for year 9, GCSE and A-level options. Our exam results year on year, are significantly higher than the national average.

Within our Technology staff body, we have subject specialists for Food Technology, Hospitality & Catering, D&T Textiles, Product Design, Resistant Materials, Electronic Products plus OCR Engineering at KS4. We have a flexible outlook on teaching outside of our specialism across KS3 with departmental support, INSET and specialist training provided. We currently offer D&T Product Design and D&T Fashion and Textiles at Post 16, both popular subjects with internal and external students.

All students in Year 7 and 8 study Food Technology, Textiles and Product Design with half the year split between our two specialist floors. Technology subjects are an option in Year 9, helping to inform students' final GCSE options in Year 10. Technology also encompasses two courses in Hospitality & Catering and Engineering Design that allow students to build a more vocational pathway. From September 2017 we have delivered the new AQA GCSE DT specification and Food Preparation and Nutrition. Alongside this, from September 2018 we offer WJEC level1/2 Hospitality and Catering and OCR Cambridge Nationals Engineering Design to build on vocational choices.

We have benefited from significant investment. For example, the Food and Textiles rooms were refurbished in 2014 and Product Design enjoys a Computer Aided Design suite with a Laser Cutter, six 3D Printers and an A0 plotter. All teaching rooms have data projection and Apple TV.

We have a reputation for excellent teamwork, innovation and student success. Recent whole school QA recognised that climate for learning, expectations, subject knowledge, marking, feedback and tracking were outstanding within all areas of Technology.

The students are very positive about Design & Technology and we have clear and established practical routines from year 7-13. Student voice feedback is always affirmative of the success and progress we believe we are making and continue to develop our projects to provide accessible and enjoyable lessons that stretch and challenge all.

Rachel Eyles
Curriculum Leader: Design and Technology

February 2025

PRIME OBJECTIVES OF THE POST:

The postholder is responsible for routine machine maintenance, the preparation of project consumables, supporting D&T teachers with practical tasks, supporting pupils with 1:1 machine use, stock inventory, removing and handling waste and contributing to the success of specific departmental and strategic development projects.

This post is mostly required to support the Product Design (workshop) subjects' delivery to a comprehensive range of 11-18 year olds. Due to the change in curriculum, the postholder would need to be flexible in supporting across all DT subject areas. Our particular ethos focuses on students learning how to make quality products using timber, plastics, metal, electronic components and occasionally fabric. As the students' progress through the school we challenge them to design original products which fully utilise their practical skills.

RESPONSIBLE TO THE CURRICULUM LEADER: TECHNOLOGY, THE POST HOLDER WILL:

Key Accountabilities

- Routine machine maintenance (inc. Pillar Drills, Band Saws, Sanding Machines, Filtration/Extraction Systems, where specifically trained to do so. Other maintenance requests to Site Team in the first instance)
- Preparation of project consumables (inc. assisting in the ordering, cutting, counting and storage of raw materials, components and specialist resources)
- Stock inventory (inc. checking inventory of tools and equipment to teaching rooms and stock consumables)
- Contributing to the success of specific departmental development projects (e.g. preparing jigs and tools for student projects, assembly/ creating bespoke computer furniture)
- Supporting groups of students and individual students in their project work
- Running CAD/CAM machines and processing student files
- Work safely with students 1:1 with specific equipment and techniques including, brazing, welding, pipe bending and using the lathe

Attendance at training/CPD will be expected, specifically for H&S courses relevant to the role.

The technical support staff assist and support the running of the department under the direction of the Head of Department/Curriculum Leader.

Responsibilities

- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required, for example Fire Marshall
- To support, uphold and contribute to the development of the Academy's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

General Accountabilities

- Demonstrate and reinforce the 6 IGS Personal Best values of **Pride, Respect, Courage, Responsibility, Kindness, and Resilience.**
- Be aware of the school’s duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times;
- establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school;
- be aware of and comply with the code of conduct, regulations and policies of the school;
- develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.

VARIATION IN ROLE

Given the dynamic nature of the role and structure of Ilkley Grammar School as an Academy, it must be accepted that, as the Academy’s work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Recruitment and Selection Policy Statement

The Academy’s Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As with most associate staff roles. this post is subject to the satisfactory completion of a six-month probationary period.

Agreed by:

Post Holder:

Print name.....

Signature.....

PERSONNEL SPECIFICATION
Design and Technology Technician

Qualifications	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> GCSE grade C or equivalent in English and Maths	E	Application form and selection process
Experience	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Some experience of secondary school-age children	D	Application form and selection process
<input type="checkbox"/> Evidence of the ability to work cooperatively with multi-disciplinary professionals, governors and other agencies	E	
<input type="checkbox"/> Experience of working in a high pressured environment	D	
<input type="checkbox"/> Presenting yourself effectively	E	
<input type="checkbox"/> Experience of brazing and soldering mild steel	D	
<input type="checkbox"/> Knowledge and experience of manufacturing or engineering and/or design	D	
<input type="checkbox"/> Experience of working in a school environment	D	
<input type="checkbox"/> Experience of CNC machines or CAD	D	
Training	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Willingness to participate in CPD	E	Application and selection process
<input type="checkbox"/> Evidence of relevant CPD	D	
Skills	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Able to understand and carry out instructions	E	Application form and selection process
<input type="checkbox"/> Able to think logically and calmly when under pressure	E	
<input type="checkbox"/> Ability to meet strict deadlines	E	
<input type="checkbox"/> Able to keep accurate & appropriate records	E	
<input type="checkbox"/> Ability to work effectively and sympathetically with students in all year groups	E	
<input type="checkbox"/> Able to use initiative within school policies and practices	E	
<input type="checkbox"/> Good standard of written and spoken English and numeracy skills	E	
<input type="checkbox"/> ICT skills or willingness to develop relevant ICT skills	E	
<input type="checkbox"/> Able to take initiative and to work independently	E	
<input type="checkbox"/> Ability to build positive relationships with staff	E	
<input type="checkbox"/> Good interpersonal skills and confident communicator	E	

<input type="checkbox"/> Evidence of the ability to promote a positive ethos and pride in the school together with high standards of education, care and behaviour	E	
<input type="checkbox"/> Able to use a range of equipment (adapted as necessary in the case of disability)	E	
<input type="checkbox"/> Able to cope with demands of a multi-level school site	E	
Professional Qualities	Essential/Desirable E/D	How Identified
<input type="checkbox"/> Abide by the school's policies	E	Application form and selection process
<input type="checkbox"/> 'Can do' attitude	E	
<input type="checkbox"/> Teamwork/collaboration	E	
<input type="checkbox"/> Emotional intelligence	E	
<input type="checkbox"/> Professional appearance	E	
<input type="checkbox"/> Sense of humour and perspective	E	
Equal Opportunities	Essential/Desirable E/D	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Selection process
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Circumstances - Personal	Essential/Desirable E/D	How Identified
<input type="checkbox"/> Will not require holiday leave during term time.	E	
<input type="checkbox"/> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	Selection process and completion of an Enhanced DBS disclosure
<input type="checkbox"/> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).	E	
<input type="checkbox"/> If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use).	E	
Safeguarding	Essential/Desirable E/D	How Identified
<input type="checkbox"/> Has appropriate motivation to work with children and young people, and can relate to them	E	Completion of an Enhanced DBS disclosure
<input type="checkbox"/> Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
<input type="checkbox"/> Displays commitment to the protection and safeguarding of children and young people	E	
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	