

Queen Elizabeth Grammar School Penrith



**Application pack for
Part Time Design & Technology Technician**

Queen Elizabeth Grammar School Penrith



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Headteacher: Mr P Buckland M.A.

December 2021

Dear Candidate

The Design & Technology department is a busy department in the school, with a close-knit team of hard-working teachers and two part-time technicians.

The post offered is 15 hours per week and can, in negotiation with the school, be flexible in the hours worked across the week and the days required.

We welcome applications from anyone who feels they can meet the requirements of the enclosed Job Description and Person Specification and who will enjoy working in a busy school environment. Before applying, please have a look at our website www.qegs.cumbria.sch.uk which I hope will give you a taste of the ethos and atmosphere of the school.

I look forward to receiving your application.

Yours faithfully

A handwritten signature in blue ink, which appears to read 'P Buckland'.

Mr Buckland
Headteacher



Queen Elizabeth Grammar School Penrith

A mixed selective academy
Roll: 998 including 233 in the Sixth Form
Ofsted: Outstanding in every category

Design & Technology Technician

Part Time

(15 hours per week - term time only plus 4 days)

Band 2 points 3-4 - £18,562 - £18,933 (pro rata and pay award pending)

We wish to appoint a part-time, hands on and flexible Design & Technology Technician to support the smooth running of the department, with a focus on the resistant materials aspects of the subject. The successful candidate should be able to maintain machinery and have good IT skills and ideally will have worked in a similar environment.

Deadline for all applications: 9am, Monday 17th January 2022

Application forms available via our website www.qegs.cumbria.sch.uk or from the Head's PA, Mrs Becky Kennedy secretary@qegs.cumbria.sch.uk

Please return completed application forms to secretary@qegs.cumbria.sch.uk or post to Mrs Becky Kennedy, Queen Elizabeth Grammar School, Ullswater Road, Penrith, CA117EG

Please note the school will be closed from 16.12.2021 until 04.01.2022

Design & Technology at Queen Elizabeth Grammar School

The post available

Queen Elizabeth Grammar School is a selective, 11-18 co-educational secondary school with 998 pupils.

We now have a vacancy for a part-time technician in the Design & Technology department to start as soon as possible

The Department comprises:

Staff	Head of Technology	Mr Fraser Wilson
	Teachers of D&T	Mrs Carol Buckland Mr Rob Dawson Mr Andrew Dawson Mr Andrew Field Mrs Sheila Monkhouse

Curriculum

Design & Technology is taught by an experienced team of specialists. Year 7, Year 8 and Year 9 pupils are taught in class sizes of 16 for one double period per week. From Year 10, Design & Technology is optional, and some class sizes are therefore smaller.

Design & Technology students make a wide variety of projects using a range of skills and production techniques. The students are entered into competitions as appropriate, including the local Rotary Technology Tournament and the prestigious Arkwright Scholarship Scheme. Many students have gone onto successful careers in a variety of Design/Engineering areas.

Accommodation and Resources

We have four classrooms, including two workshops equipped with a wide range of machinery. Both workshops serve as multi-material areas and have laser cutting and 3D printing facilities alongside milling, welding, drilling and sanding equipment, and a wide range of hand tools. The department has a number of new laptops for use with CAD / CAM activities. These workshops are busy areas and serve a large proportion of the school, regular maintenance of equipment and preparation of resources is key to ensure lessons and activities are well-planned.

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Job Description for Design & Technology Technician

Purpose of post: Under the overall direction of the Head of Technology, and in accordance with the practices and procedures of the school, assist teaching staff in providing safe areas for students and teaching staff. The DT Technician will provide technical support to the relevant departments, by the preparation of tools, equipment and materials for lessons. The DT Technician will undertake a practical health and safety role for the relevant department.

The technician role forms a central part of the work of the department and they will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

Responsible to: Head of Technology

1. Main Duties and Responsibilities

- To prepare materials and equipment for practical lessons
- To maintain and monitor consumables and equipment in D&T to ensure all pupils are able to access a wide range of materials and processes as part of their Design Technology provision
- To maintain and monitor stock control
- To assist the Head of Department in the ordering of materials and equipment
- To carry out monthly material and equipment checks across all Technology rooms
- To assist staff in the production and updating of Technology displays
- To assist teaching staff in promoting and raising the profile of D&T within and outside the school
- To assist staff in the demonstration and application of machinery use to students.
- To be proficient in the use of the range of CAM equipment and provide technical support during lesson time
- To be proficient in a range of CAD software and provide technical support during lesson time
- To provide technical support to staff during lesson time as required
- Carry out monthly Health and Safety checks on all equipment and machinery and report directly to the Head of Department
- To maintain machinery and equipment in accordance with health and safety requirements, including CAD CAM equipment
- To undertake any Health and Safety training as required by the HOD
- Carry out a range of administration duties including: preparing cover work, teaching materials and booklets

2. Maintaining Work Area

- To ensure that technology rooms and equipment are kept clean and tidy and that the technology room safety regulations are met, including checking equipment for safety, cleaning and sterilizing equipment and advising students on safety aspects of particular practical work

- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of equipment
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner
- Assist the classroom teacher in the logging in and out of certain items of equipment as required
- To be responsible for maintaining departmental displays of work both in the technology area and around the school

3. Health and Safety and Compliance

- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work
- To contribute to safe working practice in preparation/storage/teaching areas. Assessment of risks for technician activities
- Advising staff on safety issues and trialing practical work where necessary
- To carry out responsibilities, commensurate with your position, as defined within the school policies and procedures.

4. Support for the School

- To assist with practical examinations as may be required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Assist with the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school where possible
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of students
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Liaise between managers/teaching staff and support staff
- Attend regular team meetings and briefings with department and whole staff
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Head of School

5. Auditing

- Ensure an up to date inventory is maintained
- Manage school's equipment cleaning audit
- To assist with the production of an annual audit of the equipment

6. General

- Take responsibility for own professional development, continually keep updated about new initiatives in Technology and contribute to the school as a learning organisation
- To contribute to the Health and Safety of pupils and other staff in accordance with Health and Safety regulations
- To undertake any other duties and responsibilities, which do not change the character and

purpose of the post as directed by the Head Teacher.

- Comply with and assist with the development of 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
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- 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

7. Working Conditions

- Standing for extended periods of time
- Lifting and transporting of objects
- Ability to access the whole site to review/check equipment
- Some work involving visual display units

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Person Specification for DT Technician

Qualifications

- Equivalent of five A*-C (9 – 4) grades at GCSE Level
- Experience in relevant discipline or related qualification
- First aid qualification desirable (training can be given)

Experience

- Some experience of working with young people or in a school environment
- Have knowledge of Health & Safety regulations/procedures
- Experience of working in a busy multi-tasking environment

Skills

- Machine maintenance and working with resistant materials.
- Basic IT skills.
- Knowledge of, or willing to learn, DT specific software.
- Able to complete administrative and practical tasks effectively.
- Able to adopt a flexible approach to duties and contribute to the smooth running of the department.
- Able to prioritise and work independently on a range of tasks.
- Keen to acquire new DT based skills and knowledge.
- Willing to contribute to the extra-curricular life of the school, through clubs and other activities.

Philosophy

- Supportive of the aims of Queen Elizabeth Grammar School, which are:
 - to build upon its traditions of academic excellence, encouraging students to strive for the highest levels of achievement and to maximise their potential
 - to take full advantage of its small numbers to provide a caring environment in which the individual pupils' personality and abilities are valued and fostered
 - to provide an environment in which creativity, enterprise and initiative are encouraged, promoting social, artistic and sporting activities to develop pupils' interests and talents
 - to do its best to ensure that pupils leave the school to embark upon higher education or employment confident in their skills and learning
- Values the importance of developing the whole child through the provision of additional opportunities which enhance the curriculum.

Personality

- Relates well to staff and students.
- Keen and enthusiastic in supporting and promoting the work of the department.
- Outgoing, confident and a sense of humour - particularly at busy times in the school year!

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School Strategy

Vision

To prepare our students to succeed in tomorrow's world by providing a secure learning environment, a rigorous academic curriculum, high expectations, and best practice in teaching, learning and technology enhanced by wide-ranging extra-curricular opportunities and outstanding pastoral care.

Aims

1. The school aims to build upon its tradition of academic excellence. Pupils will be encouraged to strive for the highest levels of achievement to maximise their potential.
2. The school aims to take full advantage of its small numbers to provide a caring environment in which the individual pupil's personality and abilities are valued and fostered.
3. The school will provide an environment in which creativity, enterprise and initiative are encouraged. Social, artistic and sporting activities will be promoted to develop pupils' interests and talents.
4. The school will do its best to ensure that pupils leave this school to embark upon higher education or employment confident in their skills and learning and fitted for useful, active citizenship.

The Academy will do its best

1. To raise the standard of educational achievement of all students;
2. To ensure that every child enjoys the same high quality education in terms of resourcing, tuition and care;
3. To improve its effectiveness by continual review of the curriculum and organisational structure;
4. To provide value for money for the funds expended;
5. To comply with all appropriate statutory and curriculum requirements;
6. To maintain close links with institutions of higher education, business, industry and commerce;
7. To conduct its business with the highest standards of integrity, probity and openness.