

# Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

## Job Advert



Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of **Chorus Education Trust**. The school is rated as 'Outstanding' (Ofsted 2014) and has an excellent record of student achievement at both KS4 and KS5. It sits within a new building with a full complement of facilities.



At Silverdale's heart is one of the country's largest Teaching Schools, the **Sheffield Teaching Training Alliance** and in 2020 it was asked to establish one of the first Teaching School Hubs, which resulted in the launch of the **South Yorkshire Teaching Hub**. In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

Silverdale School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: [www.silverdale-chorustrust.org](http://www.silverdale-chorustrust.org)

### Design & Technology Technician

**32 hours per week over 39 weeks per year**

**Grade 3, SCP 5-6 £21,525 to £21,968 (£15,965 - £16,256 pro rata)**

**Permanent**

**To start: ASAP**

### About this vacancy

The subject area of Design & Technology involves pupils in the creative design and manufacture of products, systems and artefacts in textiles materials, food, plastics, metals, timber, graphics and electronic products, dry media, painting, 3D print making etc.

The postholder must, therefore, possess a high level of organisational and practical/manufacturing skills in all or some of the materials mentioned above and be prepared to be adaptable in other areas of D&T such as CAD and CAM. The postholder must also be able to work with Departmental staff and pupils throughout the age range of 11 to 18 years. An apprentice trained technician or craftsman, who holds appropriate technical and vocational qualifications would, therefore, be most suitable for this post.

### To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to India Cottiss (HR Administrator) at: [recruitment@silverdale.chorustrust.org](mailto:recruitment@silverdale.chorustrust.org)

Please note that CVs and Sheffield City Council application forms will not be accepted.

Deadline for applications: **11.59pm on 28<sup>th</sup> May 2023**

Interviews to be held: **week beginning 5<sup>th</sup> June 2023**

At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

## Job Description: summary

<b>Post title:</b>	<b>Design &amp; Technology Technician</b>
<b>Profile:</b>	
<b>Grade:</b>	3
<b>Grade spinal point range:</b>	5-6
<b>Accountable SLT post:</b>	Business Support Services Manager
<b>Line Manager of post holder (if different):</b>	Head of D&T
<b>Staff to be supervised or line managed by post holder:</b>	n/a
<b>Post holder will work with:</b>	Other Teaching and Support Staff
<b>Holiday and sickness relief by/for:</b>	Other Departmental Curriculum Technicians/Resources Support Assistants
<b>Purpose of job:</b>	To provide specialist support in the D&T department in school, including unsupervised preparation and maintenance of faculty resources and support to staff and pupils.
	This post may work across the Trust schools.
<b>Version revised:</b>	March 2022

## Job Description:

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

### Specific duties and responsibilities

In conjunction with the appropriate Head of Department have day to day responsibility for the equipment and curriculum resources of the D&T departments), to the standards required by the school and any appropriate bodies. This will include, but not be limited to:

#### **SUPPORT FOR PUPILS**

- Support pupils in accessing appropriate resources and learning activities under the guidance of the teacher

#### **SUPPORT FOR THE TEACHER**

- Provide support in preparing materials & resources for lessons under the direction of the class teacher
- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment/ resources/materials as required by staff/curriculum/lesson plans etc.
- Maintain records as requested
- Ensure a healthy and safe working environment for both staff and pupils, ensuring adherence to behaviour standards, health and safety working practices and legislation •

#### **Assist with the display of pupils work SUPPORT FOR THE CURRICULUM**

- Monitor and manage stock and supplies, cataloguing as required, including maintaining departmental risk registers, asset registers & inventories
- Maintenance of specialist equipment & resources, check for quality/safety, undertake safety checks, repairs/modifications within own capabilities and report other damages/needs
- Maintain safety records and review risk assessment documentation as required
- Demonstrate and assist others in safe and effective use of specialist equipment/resources/materials
- Able to adapt to the changing needs and demands of the school curriculum
- Undertake structured and agreed learning activities/teaching programmes
- Ensure display boards, safety notices and leaflet displays, etc. in the department and the immediate area are kept up to date, as directed by the Head of Department

#### **SUPPORT FOR THE SCHOOL**

- Undertake routine weekly checks on the school minibus, ensuring appropriate documentation is/has been completed, arranging maintenance/service inspections with the garage in line with statutory requirements and reporting any defects identified to Business Manager
- Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities
- Take an active part in all relevant key school events such as Open Evenings etc.
- Supervise pupils on visits, trips and out of school activities 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

#### **Support for the Trust / School (applies to all roles)**

- 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.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

#### **Changes to these duties**

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

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or

Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: Design & Technology Technician**

REQUIREMENTS	Essential e	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Experience of working in a school environment		✓	<b>A</b>
Experience of working in workshops/ practical environment		✓	<b>A</b>
Understanding or knowledge of maintenance of machinery & tools	✓		<b>A / I</b>
Competent in the use of metal, wood & plastic processes eg. Welding, circular saw use etc	✓		<b>A / I</b>
Ability to prepare equipment & materials for lessons, as requested by teachers	✓		<b>A / I</b>
Basic IT skills in Microsoft Office: Word, Excel, email and the web etc		✓	<b>A / I</b>
Experience of working with and supporting others	✓		<b>A / I</b>
Ability to carry out risk assessments in relation to departmental work, including advising on PPP (PPE)	✓		<b>A / I</b>
Detailed knowledge of safe working practices in relation to handling chemicals, gas processes etc	✓		<b>A / I</b>
Ability to identify work priorities and manage own workload	✓		<b>I</b>
Detailed knowledge of COSHH regulations in relation to safe storage and handling of Chemicals	✓		<b>A / I</b>
Ability to offer professional guidance and assistance to students and teachers on practical aspects of the curriculum	✓		<b>I</b>

Be able to maintain accurate work records and inventories, stock control, ordering and a tidy and efficient working environment	✓		I
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Be able to lift equipment and move equipment	✓		A / I
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### Qualifications

GCSE Grade C (or equivalent) or above in English and Mathematics	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
DATA accreditation for Health & Safety		✓	A
First Aid training		✓	A

### Other skills

Communicate effectively with people at all levels e.g. school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Be able to work calmly under pressure	✓		I
Be a professional role model	✓		I
Ability to work alongside young people (not necessarily in school environment).	✓		A / I



<b>Interpersonal skills</b>			
Ability to maintain confidentiality	✓		<b>A</b>
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		<b>I</b>
Able to make a positive contribution to the team.	✓		<b>A</b>
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		<b>I</b>
Maintains standards set by the organisation.	✓		<b>I</b>
Takes responsibility for own actions.	✓		<b>I</b>
Ability to work alone unsupervised and manage own workload.	✓		<b>A / I</b>
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		<b>I</b>