



## Job Application Pack

### **Design Technology Technician**

Salary: Scale 3 (£19,312 - £19,698 pro-rata per annum)

Contract: Permanent, full-time, term-time only

Closing Date: Thursday 29th July 2021 at 5pm

# Letter from the Head Teacher

Dear Colleague,

Thank you for your interest in the position of DT Technician at The Suthers School.

This is a really exciting opportunity to have a real impact on the educational experiences of the young people of Newark. You will join us at the earliest stages of the school's development and will therefore have a unique opportunity to really help shape our students' educational experiences and will help ensure our students experience a truly broad and enriching curriculum.

I am very proud to be building a team of staff committed to securing the very best outcomes for young people, no matter what their starting point. I firmly believe that by fostering essential character strengths, maintaining a relentless focus on meeting the needs of the individual, and in embedding the principles of 'work hard, be kind', Suthers School staff really will make a difference.

Since first opening in September 2017, The Suthers School has grown one year group at a time and now has a PAN of 120 students per year. The school is oversubscribed in Year 7 and will continue to grow year on year until it reaches capacity in 2023. In light of this, the post being advertised here represents an exciting opportunity to join a new and growing school as well as the opportunity to work in state-of-the-art facilities in a brand-new school building.

We may be starting small but that does not mean our ambitions should not be great. Young people deserve an education that excites and enthuses, one which prepares them for a future as global citizens who are able to think for themselves. The Suthers School is a place where character education is ranked alongside academic preparation and where students thrive in an environment which inspires ambition, compassion and a love of learning.

If you share this ambition, are committed to providing the very best support for young people, no matter what their starting point, I would be delighted to hear from you.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A. Pettit', with a stylized flourish at the end.

**Mr Andrew Pettit**  
Head of School

# WHAT MAKES US WHO WE ARE?

## **Our Mission**

To empower our young people to be compassionate, self-respecting, independent thinkers with the academic, social and character strengths necessary to thrive in modern society.

## **Our Philosophy**

At The Suthers School, we firmly believe that great education transforms lives. We know that every student has the potential to exceed even their own expectations and we know that the way we do things matters. Our motto, 'work hard, be kind' underpins everything we do, reflects our unwavering commitment to excellence and our absolute conviction that great education is about striking a balance between academic preparation and character development.

## **Our Approach**

We know that young people need both a strong academic foundation and well-developed character strengths to succeed in education and the world beyond. Our goal is to help all of our students develop five vital character strengths and to equip them with the skills and social intelligence to have a positive impact on the world around them.

### **Tenacity**

*To show the self-discipline and determination to succeed even in the face of obstacles.*

### **Optimism**

*To have confidence in a future that is full of possibilities and hold onto the belief that a storm will always pass.*

### **Respect**

*To value ourselves and all those we encounter by acting and speaking with compassion, tolerance and understanding.*

### **Curiosity**

*To ask questions, enjoy exploring and be open to new ideas and different perspectives.*

### **Hard Work**

*To recognise that there are no shortcuts and no excuses and that every member of the team has a contribution to make.*



# THE SUTHERS SCHOOL

<b>Job Title</b>	Design Technology Technician
<b>Start Date</b>	September 2021
<b>Pay Scale</b>	Scale 3 (£19,312 - £19,698 pro-rata per annum)
<b>Contract</b>	Permanent, full-time (8:30am – 4pm, Mon-Fri), term-time only)
<b>Closing Date</b>	Thursday 29th July 2021 at 5pm

The Suthers School is a new 11-18 Free School which welcomed its first cohort of students in September 2017. We moved into brand new, state-of-the-art facilities in Fernwood, Newark in September 2020 and as our school continues to grow, we are delighted to be able to offer this opportunity to join our Design Technology team.

By striking a balance between challenge and support and by ranking character education alongside academic preparation, The Suthers School seeks to provide the very best foundation for all its students, no matter what their starting point. If you too are driven by the desire to give every child the ambition to succeed and equip them with the skills they need to take their place as the leaders of tomorrow, then we would love to hear from you.

Above all, we are looking for a dynamic, enthusiastic and suitably qualified individual who shares our passion for ensuring that the needs of all learners are met. The Suthers School is founded upon a work hard, be kind philosophy and offers:

- A character-first approach which places personal development at the heart of our curriculum
- Exemplary standards of behaviour in an environment where students are keen to learn
- State-of-the-art facilities in a brand-new building (opened September 2020) including a 230-place sixth form.
- The opportunity to work as part of a very successful and growing Trust
- Strong commitment to professional development and career progression

To apply, please complete the online application form, including the personal statement which provides applicants with the opportunity to demonstrate how they feel their skills and experience would help them make a positive contribution to The Suthers School and its students.

For any queries or to arrange an informal chat, please contact Jo Braithwaite, Business and Operations Manager, via email [JBraithwaite@suthersschool.co.uk](mailto:JBraithwaite@suthersschool.co.uk) or call 01636 957690

## **Job Description – Design Technology Technician**

**Responsible to:** Head of Department, SLT, Head of School

### **Key purpose of the job**

To assist curriculum leaders and teachers to deliver safe and successful practical lessons in Design Technology.

### **Key responsibilities**

- To prepare equipment and materials, including handouts required for demonstrations and for practical work, along with dismantling and storage after use.
- To assist students and teaching staff with classroom practicals and demonstrations.
- To liaise with teaching staff to support their timetables within a range of KS3 and KS4 classes.
- To construct and/or modify simple teaching aids.
- To be responsible for the maintenance and upkeep of all faculty areas, advising on any improvements which can be made in this respect.
- To maintain all the necessary equipment and consumable resources to deliver practical lessons as required by the department, in a safe environment.
- To maintain a good stock of necessary materials including operating and administering stock control, ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, etc.
- To operate departmental documentation systems (cataloguing, filing, worksheets, etc.)
- To support the Head of Department with ensuring that all COSHH, HACCP, Risk Assessment, Food Hygiene, Health and Safety Policies and Procedures along with other relevant legislation are met.
- Comply with all statutory requirements in relation to Health & Safety and be aware of the schools Health & Safety Policy.

### **General**

- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.

## **Health & Safety**

- Comply with all statutory requirements in relation to Health & Safety and be aware of the schools Health & Safety Policy.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- To support the department head with ensuring that all COSHH, HACCP, risk management, food hygiene, health and safety policies and procedures and other relevant legislation are met.

The above is not an exhaustive list and the postholder may be directed to support in other practical subject areas should the need arise within the scope and demands of the role.

## PERSON SPECIFICATION

<b>Post Title</b>	<b>DT Technician</b>
<b>Full time/Part time</b>	<b>Full time</b>

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• GCSE Grade C or above in Maths and English or equivalent</li> <li>• DATA accredited certification for workshop machinery or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent experience in Technology or Design subjects</li> <li>• Food Hygiene - Level 2</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Effective time management skills</li> <li>• Ability to use ICT programs such as Microsoft, and CAD/CAM software.</li> <li>• Ability to prioritise workload and work towards deadlines</li> <li>• Adaptable approach to work and confidence to respond and deal with unanticipated problems</li> <li>• Ability to work effectively as part of a team and a willingness to support others</li> <li>• Capability to work independently and use own initiative as and when required</li> <li>• High level of attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of CLEAPS guidelines</li> <li>• Understanding of COSHH guidelines</li> <li>• Ability to operate laser cutters and 3D printers</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with a range of materials including wood and plastics</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working as a technician in a secondary school</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to demonstrate enthusiasm and sensitivity while working with others</li> <li>• Creativity, flexibility and innovation</li> </ul>	<ul style="list-style-type: none"> <li>• Committed to supporting with wider responsibilities, such as open evenings and educational visits</li> </ul>

	<ul style="list-style-type: none"> <li>• Reliability under pressure</li> <li>• Ability to work as part of a team and establish good working relationships with teaching staff and pupils</li> <li>• A commitment to safeguarding and promoting the welfare of young people</li> <li>• Outstanding communication skills</li> <li>• Approachable</li> </ul>	
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## **Safeguarding**

The Suthers School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

## **How to Apply**

Thank you for your interest in the vacancy detailed above at The Suthers School. Further details of this post, the school and the Trust can be found on our website [www.suthersschool.co.uk](http://www.suthersschool.co.uk)

The online application form for this role is located on the current vacancies page of The Suthers School website and on the Nova Education Trust website <http://www.novaeducationtrust.net>. Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives by 5pm on the closing date of Thursday 29th July 2021.

## **Interview**

Applications will be considered upon receipt and shortlisted candidates called to interview. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.