



JOB DESCRIPTION - Design & Technology Technician

Part Time, Permanent Contract

35 hours per week, 39 weeks per year (Term Time only)

Pro-rata Salary: £24,509 to £25,581 per annum, depending on experience and hours (NJC 4, point 7-10, full time equivalent salary £29,346 to £30,630 per annum)

Starting date: 22 April 2025 or earlier if possible

Thank you for your interest in the above post based at Waldegrave School. Waldegrave is a successful and over-subscribed comprehensive school for girls aged 11 to 16 with a mixed Sixth Form, based in Twickenham. It is a school which prides itself on providing the best opportunities and outcomes for all its students. Waldegrave is in the top 3% of schools in the UK and was recently ranked the 8th best Comprehensive school in the UK by the Sunday Times Parent Power Awards 2023.

We are looking for an organised, motivated and proactive DT Technician. You will provide support to our students whilst ensuring that the highest quality teaching, learning and working takes place. The successful candidate will have a key role in supporting the Design & Technology department, ensuring that classrooms and workspaces are prepared and maintained for use by staff and students, and ensuring an orderly, safe and healthy environment within the department.

Closing date for applications is noon on Wednesday 5 February with interviews currently scheduled for w/c Monday 10 February 2025. However, we reserve the right to appoint and appoint prior to the closing date so early applications are recommended.

Waldegrave is a Googleschool embracing new technology to enhance learning while losing none of the rigour of traditional teaching. Utilising technology is a key part of how we work together and communicate as a school, supporting flexible approaches to working.

The Waldegrave Trust is committed to safeguarding and promoting the welfare of students. We expect all staff to share this commitment and an enhanced DBS disclosure will be sought along with online and social media checks for successful candidates.

JOB PROFILE

DESIGN & TECHNOLOGY TECHNICIAN

Key purpose:

To support teaching in the Design & Technology Department and be responsible for the maintenance and development of resources, stock and equipment

Responsible To:

Head of Department

Key Accountabilities	Key Tasks
Accountable for technical and administrative support to the teaching staff in Design & Technology Department	<ul style="list-style-type: none">• To contribute to Health and Safety measures and Codes of Practice• To assist with maintaining stock and inventory, including the storage of equipment and materials, shopping for ingredients for food lessons and to report any defects• To assist teaching staff with preparation of teaching materials and resources for class use and their issue to students and to clear up after lessons• To assist with the preparation of demonstrations, exhibitions and displays• To assist with the display of students' work• To assist in the development and production of teaching resources, for example laser cutting materials, preparing timber on the bandsaw, 3D printing, weighing out ingredients, preparing fabric, setting up sewing machines, preparing worksheets and carrying out portable appliance testing (PAT). Training will be given on all of these.• To assist teaching staff in keeping classrooms and stock rooms tidy and well organised.
Personal and Professional Development	<ul style="list-style-type: none">• Participating in any relevant training as identified through review and the School Improvement Plan, by Leadership Team or through review;• To uphold the school's diversity policy and ethos, not discriminating in relation to race, colour, sex, age, gender identity, national origin, religion, sexual orientation and/or expression or disability.• Undertaking any other duties as requested commensurate with the grading and responsibilities of the post
General	<ul style="list-style-type: none">• To comply with, promote and act in accordance with all school policies.• Appreciate the importance of confidentiality and data protection and remain committed to it at all times.• Any other duties commensurate with the post and grade.• To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the School Business Manager immediately.

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications:		
Good GCSE English Language and Mathematics or equivalent.	✓	
First Aid Qualification *training can be provided		✓
Experience:		
Experience of working with children or young people	✓	
Experience of working in a team.	✓	
Experience of working in an office and of routine office procedures.		✓
Previous experience of working in Design & Technology		✓
Abilities, skills, knowledge and understanding:		
Ability to use, or willingness to learn to use Design & Technology equipment in Textiles, Food, Resistant Materials and CAD/CAM software and equipment such as the laser cutter and 3D printers.	✓	
Ability to use woodworking machinery such as band saws, pillar drills etc. *training can be provided.		✓
Good IT skills and knowledge	✓	
Willingness to be adaptable	✓	
Good organisational and administrative skills	✓	
Good, accurate IT skills and able to deliver an excellent standard in communications.	✓	
The ability to support the school's aim that students enjoy learning and to build positive relationships with students, staff, parents and other associated members of the school community.	✓	
An understanding of the need for confidentiality and an awareness of child protection issues.	✓	
The ability to prioritise tasks, work calmly and quickly under pressure and respond flexibly to changing demands.	✓	
The willingness to update skills and knowledge with changes in systems and technology.	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Excellent interpersonal skills	✓	
Qualities:		
Enthusiasm for supporting teaching and learning	✓	
Reliable, honest and trustworthy	✓	
A 'can do' attitude.	✓	
Energy, enthusiasm and commitment.	✓	
Commitment to being a role model for staff and students in relation to overall conduct, including dress code, attendance and timekeeping.	✓	
Commitment to continuing professional development of yourself and others	✓	

Recognition of the importance of personal responsibility for health and safety	✓	
A demonstrable commitment to the safeguarding of students, child protection and equal opportunities	✓	
A demonstrable commitment to equal opportunities	✓	
Commitment to the school's ethos, aims and its whole community	✓	
Other:		
Good health and attendance record.	✓	
A commitment to working as a team	✓	

School Information – Waldegrave School

Waldegrave is a successful and over-subscribed comprehensive school for girls aged 11 to 16. Waldegrave introduced a sixth form in September 2014 which also welcomes boys.

Waldegrave is a successful and over-subscribed comprehensive school for girls aged 11 to 16. In 2014 Waldegrave opened a co-educational sixth form which has gone from strength to strength.

The wider success of Waldegrave has been recognised in many different ways:

- Graded “outstanding” by Ofsted 2018.
- 67% of students achieved A*-B at A level, with 10% at A* in 2024
- 91% of students achieved at least 5 good passes including maths and English at grade 4+; 46% of all grades were at Grade 7 or above in 2024
- World Class School Accreditation (2019, 2022)
- Sportsmark Award, Silver Artsmark, Healthy Schools Award, Eco Schools Award

Staffing

The school has a staff of 89 teachers, 31 technicians and curriculum support staff, 19 administrative staff, 18 Teaching Assistants and 4 premises staff. School lunches, grounds maintenance and cleaning are provided through competitive contracting. There is a strong commitment to training and professional development, and the work/life balance of all staff.

Students

There are 1088 students on roll, plus a further 386 enrolled in the sixth form. In recent years the number of applicants for places at Waldegrave has greatly exceeded the planned admission number. The students come from a wide range of religious, cultural, social and ethnic backgrounds. Approximately 18% of the students are from homes where English is not the first language, and there are 43 home languages other than English spoken amongst the students. The number of students in receipt of the pupil premium grant is approximately 8%.

Student Academic Achievement

We are very proud of our results at Waldegrave and we will continue to aim to achieve the very best results possible. Our results have been consistently high year on year but we have students of all abilities and we celebrate the progress of every student. Click [here](#) for further information on our exam results.

Curriculum

The curriculum at KS3 and KS4 is broad, balanced and differentiated so that the needs of individual students are met. Students are placed into eight all-ability tutor groups in years 7 to 11 and these form the basis of teaching groups. The vast majority of teaching is mixed ability and there is very little setting at any age. Homework is set regularly and seen as an important extension to the curriculum. We offer a wide range of extra-curricular activities such as orchestras, choirs, sports clubs, drama club, science club and sixth form lectures. Productions and musical events are a part of the school calendar. Careers education is an important part of our curriculum and all students in KS4 have a work experience placement. In our thriving and over-subscribed co-ed sixth form we offer an academic curriculum of A level subjects.

Pastoral System and Student Voice

The pastoral system at KS3 and KS4 is based on a year group support structure. Students are in tutor groups of approximately 27 students and form tutors have the first responsibility for the

Enjoy . Achieve . Empower

The Waldegrave Trust: Registered in England and Wales 8130508

welfare, progress and attendance of their group. They are led by a Head of Year and Head of KS3 or KS4.

In KS3 and 4 there are a range of forums that provide an opportunity for students to voice their ideas and to influence any aspect of school life: A Head Girl and her Deputies lead a team of senior prefects and perform duties on behalf of the whole school. We have an active school parliament, with sub-committees including Ecotopia and Diversity & Inclusion, who contribute to on-going improvements to the school. The school also operates a house system which provides opportunities to gain leadership skills and also for students to come together and participate in competitive competitions and charity events or sometimes just for some fun.

Sixth form students are in tutor groups of approximately 24 students and tutors are led by Heads of Year and Head of Sixth Form. Student leadership roles include that of Head Girl and Head Boy who are elected to carry out responsibilities in relation to the sixth form. Sixth form students participate in volunteer work and, under the usual school arrangements, some would run clubs or provide support for individual students, or in lessons in the main school.

Site and Buildings

The school is set in spacious and attractive grounds; we have our own playing fields within the 14.5-acre site. The school has received significant investment over the past in a new sixth form block, dining room and sports hall, and a refurbished performing arts centre. There are well-equipped specialist facilities. There are twelve science labs, several ICT suites and class sets of laptops available to book. We continue to invest in our facilities for staff and students.

Wellbeing

We take staff wellbeing seriously and have an Employee Assistance Programme which offers free counselling and advice. Waldegrave are a member of the Cycle to Work Scheme and have an active Staff Association who are there to help support staff as well as organise social events. There is a small gym on site that staff can use as well as weekly yoga classes. Being located in the greenest London borough we frequently have a staff cycle to work or enjoy jogging or walking around nearby Bushy Park in their leisure time.

Tea and coffee facilities are freely available to staff and regular doughnut drops and well-being breakfasts keep us all going. The food in our canteen is excellent and normally includes main dishes, salads, pasta and noodle pots and grab and go items for all dietary needs.

Our staff lanyards make life easier as they can be used to access school, to purchase food and for the photocopiers.

We have a friendly and welcoming staff and whole school and departmental events are very popular.

Diversity, Equality and Inclusion

Waldegrave is committed to promoting and celebrating a diverse, equal and inclusive community - a place where we can all be ourselves and succeed on merit. We do not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity and/or expression or disability. We offer a range of family friendly and inclusive employment policies, flexible working arrangements and embrace staff feedback.

At Waldegrave, each of us contributes to inclusion—we all have a role to play. Our culture is the result of our behaviours, our personal commitment, how we collaborate and the ways that we courageously share our perspectives, encourage others to do the same, listen with patience and respect, and embrace open dialogue. We all thrive when we get this right.

DESIGN & TECHNOLOGY DEPARTMENT

Design and technology is about designing and making things that people want and that work well. At Waldegrave we combine practical skills with an understanding of aesthetics, function, and social and environmental issues. All students have the opportunity to work with a range of materials including food, textiles, timbers, papers & boards and plastics. Our aims are to set challenging targets with high expectations for all pupils.

Design & Technology is taught through all key stages 3 to 5 (A level).

The **KS3** curriculum gives each student the ability to use ICT to enhance their Design & Technology work; choose and manage resources effectively; critically analyse their work and that of others; use verbal, graphical and modelling skills in the process of designing; select and use appropriate tools and equipment safely and with growing competency. They will also disassemble and evaluate products and their applications and explore values and attitudes to the made world and how we live, work and interact within it.

At **KS4** Design & Technology students will deepen further their skills and knowledge in all of the above through short, focussed tasks, group and individual projects. Whilst continuing to study about all materials, students choose to specialise in either Textiles or Timbers.

Food & Nutrition is an integral part of the KS3 curriculum but KS4 breaks away to become a separate GCSE - 'Food Preparation and Nutrition'. This course focuses on developing a strong understanding of nutrition and food science alongside practical food preparation and cooking skills.

At **KS5**, Fashion & Textiles is delivered through A Level Art & Design: Textile Design (Fashion). Students study the fundamental Art & Design principles and use this understanding to develop their work and apply it to different contexts, experimenting with a wide range of techniques to make highly creative and personal final pieces that relate to their research and developmental work. Most students go on to either art/fashion foundation courses or textiles design related degree courses.

Students develop a wide range of skills such as attention to detail; problem-solving; information gathering; organisation; evaluation /appraisal; time management and planning; ability to cope with the pressure of deadlines; patience and perseverance.