



Wyvern St Edmund's
Academy

APPLICATION PACK



TECHNICAN - DESIGN & TECHNOLOGY

REQUIRED FOR:
AS SOON AS AVAILABLE

CLOSING DATE FOR APPLICATIONS:
9AM MONDAY 20TH MARCH 2023

GENEROSITY RESPECT ASPIRATION COURAGE EMPATHY



Welcome from the Headteacher

Dear Prospective Applicant,

Welcome to Wyvern St Edmund's Academy (WSE). As Headteacher, I am immensely proud to lead the school and serve its community of students, staff and parents/carers. WSE is a founding member of the Magna Learning Partnership, situated on the eastern outskirts of Salisbury with beautiful views over the Laverstock Downs to the east and Salisbury Cathedral to the southwest. We are proud of our reputation for high-quality teaching, excellent academic outcomes for our students and strong, effective pastoral care.

In September 2022 we have legally opened as Wyvern St Edmund's Academy, enabling us to take full advantage of the benefits associated with inclusive coeducational learning and social development. Wyvern College and St Edmund's School were formally two separate schools, just a few yards apart: Wyvern for boys and St Edmund's for girls. Over the past 15 years the schools have worked closely together, sharing: expertise, staffing resources and mixed GCSE classes.

We have a tremendous team of support staff, teachers and teaching assistants - some of the most talented professionals I have ever worked with - all of whom are proud to work at WSE and passionate about educating, supporting and nurturing our young people. Our collective vision of helping each student to develop into the best version of themselves is at the heart of everything we do and motivates us to provide impactful teaching, comprehensive pastoral care and extensive extra-curricular provision. Moreover, our vision is rooted in Christian beliefs and values whereby we expect our students to use their developing gifts, talents and character to serve others in the local community and beyond (1 Peter 4:10).

Being a vibrant, happy and forward-looking school, WSE is without doubt a great place to teach. Our parents and carers are hugely supportive of the school and we pride ourselves on forming strong and effective partnerships with young people and their families: we work collaboratively throughout any challenges and rejoice in the many successes which come from being part of a wonderful school.

New staff joining the school can be assured of a warm, supportive environment along with excellent professional opportunities for all staff and a strong sense of shared vision and ethos: we help our students to become the best version of themselves in order to serve others. We want all of our students to use their gifts and talents to serve other people well. We are very proud of our caring Christian ethos that runs through every aspect of school life.

We have a close and positive relationship with Salisbury Sixth Form College (S6C) which is a short drive away from WSE. Our partnership with the college means that there are opportunities to work collaboratively with KS5 students and teachers - we also anticipate the possibility of some WSE staff teaching across KS3-5 in the future.

I look forward to meeting you so that you can see for yourself just how great Wyvern St Edmund's is.

Yours sincerely

Mrs L Henderson
Headteacher

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About this Role

Thank you for your interest in applying for this post. This is an exciting opportunity to join a happy and successful school with excellent achievement and delightful students.

We require a friendly and organised individual to join our Design Technology Department at Wyvern St Edmund's. We are particularly looking for someone who is passionate about supporting education and is interested in Design Technology.

The role will require the successful candidate to support teachers in preparing for Design Technology lessons and to support students with practical work during the lessons.

An existing knowledge and/or understanding of DT processes and equipment would be an advantage.

You will join an enthusiastic and supportive team within our flourishing school.

This position is:

- Permanent;
- 32.5 hours per week;
- Term time only (39 weeks per year);
- Required for an immediate start or when available;
- Salary: MLP Grade E, FTE salary £22,169. Pro rata salary £16,750;
- Closing date for applications: 9am Monday 20th March 2023. *Please be aware that we reserve the right to close this vacancy early should suitable applications be received, therefore we encourage applicants to apply before the closing date.*

We are hoping for someone energetic, passionate and fun to work with. We are a creative and forward-thinking team who pride ourselves on developing positive relationships with students; we believe that being approachable and caring is what helps us safeguard students and drive progress.

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Why work at WSE?

We are committed to a staff culture where people feel well-supported, professionally engaged, challenged and valued. In turn, this culture enables our students to become the best versions of themselves because they are nurtured and inspired by a committed, happy staff team. We are very proud of the progress that students make here at WSE. We are committed to a process of constant school improvement so that our students are afforded every opportunity.

Staff wellbeing is at the heart of our vision and all staff, as our most important resource, are to be valued, supported and encouraged to develop personally and professionally within a vibrant, empathetic and caring community.

There are some additional perks that we are able to offer such as private healthcare, reduced corporate gym membership, free car-parking and the Wiltshire Rewards cashback programme, which staff really appreciate. Staff also benefit from our commitment to professional development and, in working as part of a multi-academy trust with four secondary schools, groups of subject leaders and teachers are able to meet regularly to share ideas, schemes of work and to moderate together.

Visit our website and see what our staff say
about [working at WSE](#)



Ofsted

The February 2018 Ofsted inspection recognised our 'relentless drive to raise standards' and praised the 'clarity of vision' and 'inspiring' ideas that we have.

In January 2020, Ofsted also observed that 'the move to combine Wyvern College with St Edmund's School has widened the curriculum available to students. An effectively planned curriculum means that students are learning well and students feel well cared for and know that there is always someone to whom they can go if they have a problem.'

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The Design Technology Department

Design Technology Mission Statement

All students leave Wyvern St Edmund's having developed a range of practical life skills through enjoyable and engaging learning. All students should experience different cultures and ways of life and develop an awareness of the impact they have on future society.

At Wyvern St Edmund's the Design Technology department encompasses Cooking & Nutrition & Design Technology (Textiles, Electronics, Resistant Materials, Systems & Control). The department consists of 7 teachers who are supported by 3 technicians where required. The department is well resourced with three workshops, two sewing rooms, three kitchens, a classroom, two prep rooms and access to ICT facilities for CAD/CAM.

Key Stage 3

At KS3 we offer students the opportunity to experience and work with a wide range of ingredients, materials and modern technology. We develop curious, creative minds by giving students briefs that allow them to identify genuine needs and problem solve to come up with a solution.

We believe we have a responsibility to promote healthy eating and living. The department encourages sustainable design and manufacture, students leave Wyvern St Edmund's with the ability to feed themselves healthy meals and an understanding of how the choices they make as a consumer impacts their local surroundings and the world globally and directly around them.

Key Stage 4

At Key Stage 4 students can choose to follow Eduqas GCSE Design Technology or Eduqas Level 1/2 Hospitality & Catering as part of the pathways process.

GCSE Design & Technology involves spending year 10 completing mini NEA style projects that focus on specific material areas and subject knowledge. Students are encouraged to follow the iterative design process and to consider sustainable design and a circular economy where possible. From June of year 10 students complete their NEA.

Level 1/2 Hospitality and Catering sees students spending year 10 building knowledge of the Hospitality & Catering industry and developing their cooking & presentation skills. Year 11 focuses on the NEA and revision for the written exam.

Students have single and double lessons in Design Technology. Double lessons are spent completing practical activities whilst single lessons are spent developing the theory knowledge required for the examinations.

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How to Apply

Please take time to look at the information about WSE through our website. Should you have any specific queries that are not answered by the information we have provided, or wish to visit the school prior to making an application, please contact Rachel Ure, Operations Manager (rure@wyvernstedds.org; 01722 328565).

Please email your application to Rachel, remembering to include three documents:

- Application Form, can be found on the [vacancies](#) page of our website.
- Equality & Diversity Form
- Letter of Application (no more than 2 sides of A4 paper) in which you should detail the skills, attributes and experiences which make you an appropriate candidate for the post. Please try to include information in this letter that helps us get to know you as well as your professional skills.

Safer Recruitment Checks

Wyvern St Edmund's are relentlessly focussed on safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

Online searches with regards to information that is publically available online will also be carried out for all shortlisted candidates.

Equality

Wyvern St Edmund's will not discriminate in any area of employment and confirms its commitment to equality of opportunity in all areas. Applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

WSE are committed to supporting flexible working and will welcome applications from those that wish to work flexibly.

Job Description

Job Title: Design & Technology Technician

Grade: MLP Grade E

Main Job Purpose: To organise the provision of practical support for the relevant curriculum area for staff and pupils at all key stages in the school/college. To assist the respective Head of Department in securing an environment in which pupils can safely pursue investigative practical work.

Main Duties

1. Prepare materials, equipment and teaching aids for classroom use, at the direction of the head of department. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
2. Support teachers and students during practical work, to include setting up demonstrations and experiments, providing advice to pupils in the development of their tasks, including the safe operation and demonstration of equipment.
3. Oversee the work of small groups of students engaged in practical tasks, as requested by the head of department and under the supervision of the classroom teacher.
4. Assist with exhibitions, demonstrations and displays as requested.
5. Supervise students assigned to the department as part of their work experience programme under the direction of the head of department.
6. Contribute to the training and development of trainee/Assistant Technicians working within the department.
7. Monitor and achieve the efficient organisation of the work and storage areas and ensure the cleanliness, safety and security of these areas at all times.
8. Advise members of staff and pupils on particular hazards and requirements in the use of equipment/materials/experiments in line with COSHH/safety/CLEAPPs guidance. Keep abreast of current safety guidelines and legislation.
9. Issue and receive back materials and equipment. Check for missing and damaged equipment against inventories and inform the relevant teacher. Operate a system of stock control, ensuring sufficient replenishment of materials within the approved limits and recommending any additional equipment/material requirements to the head of department. Assist in ordering stock and checking deliveries of stock when received.
10. Check and test equipment routinely to ensure its good safe working order and undertake maintenance, repairs and servicing where needed and within the limits of the jobholder's skills and training. Recommend any necessary repairs or arrange further maintenance for equipment on the approval of the head of department. Ensure all equipment is compliant with Electrical Safety Regulations. Arrange for/complete (as trained) annual portable electrical equipment testing and ensure associated records are maintained.

Job Description

General

This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the line manager.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.

The postholder may be required to work outside normal school hours on occasion, with due notice.

Supervision and Management

The jobholder has no regular responsibility for supervising staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (Problem Solving)

The jobholder resolves routine problems encountered, eg in delivering appropriate demonstrations, experiments, exhibitions, displays and activities to assist the teacher's lesson and deliver the curriculum; identifying the best types of experiments in relation to the teacher's lesson plans. The jobholder may encounter unusual or unexpected results during experiments or practical work which will require him/her to use his/her initiative to assist the pupil's learning from the experiment/practical work during the lesson.

Decision making

Examples of recommendations made by the jobholder include those relating to the purchase or acquisition of specialist equipment, stocks and supplies for the curriculum area and practical work, e.g. woodwork, art, pottery; those relating to display and exhibitions of work.

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Job Description

Key contacts and relationships

Senior Technician, Head of Department, Head Teacher, Trainee Technicians, Teachers, Teaching Assistants, Pupils.

Senior Technician, Heads of Departments, Trainee Technicians, Teaching Staff, Pupils.

Trainee Technicians and New Technicians

Teaching staff and pupils

Reason for contact

Routine information relating to their working agenda e.g. experiments, demonstrations and practical work plans.

Explanations relating to practical work, demonstrations, experiments, use of specialist equipment, health and safety precautions, any low stocks of materials etc.

Providing assistance and work familiarisation to new staff and trainee staff in technical procedures, use of specialist equipment.

Deliver practical demonstrations, experiments and impart specialist knowledge during the lesson to deliver the curriculum in accordance with the lesson plans.

Resources

The jobholder is required to use specialist equipment for practical work (eg. woodwork, textiles, pottery, arts and crafts) with care, and contributes to ordering and maintaining the stocks and materials necessary completing practical work such as wood work, textiles, art, pottery (e.g. wood, paints, chemicals etc).

Working Environment

The work entails some manual handling, crouching and stretching. The work is undertaken in specialist technology, art/pottery rooms etc.

The jobholder may use hazardous chemicals and/or equipment with some inherent risk eg in conducting demonstrations, practical wood work, metal work, art/pottery work (e.g. kiln).

The jobholder will encounter members of the public, visitors to the school, contract staff, students etc. during the course of their duties.

Knowledge and skills

The jobholder requires the ability to undertake a range of involved tasks relating to technical support. Level 3 competence and knowledge in the specialist area is required. A good standard of practical control and organisation of the work processes is also required.

A willingness to be First Aid trained (if not already).