Design and Technology Technician

Applicant Information Pack

June 2025

Headteacher’s Welcome

Thank you for your interest in working at Q3 Academy Great Barr.

Whether you are beginning your teaching journey or looking for the next post in your career, we all know being a teacher is a demanding job that requires passion and energy. If you have a genuine interest in helping young people learn and develop, then our students will pay you back in spades. The passage below, from our website, sets out our philosophy and the following pages will give you a flavour of how we go about our work. Please feel free to contact us for an informal chat or visit. I look forward to meeting you.

Mr Chris Bury, Headteacher

Our educational philosophy is simple. First and foremost, we want every child to feel happy and excited about coming to the Academy. Only when each child feels secure and comfortable can we challenge them to grow and learn together. We want our students to return home telling their families of the memorable exciting learning experiences they have enjoyed. Experiences that make it easier to recall the detail necessary for exam success and experiences that develop their character as much as their academic potential.

Our passion is helping young people to flourish and become confident capable adults ready for the world ahead.

This passion creates a genuine warmth that supports every member of our community. Our traditional family values and Trust ethos, ‘Life to the full in pursuit of what is good, right, and true’ helps to keep the academic and well-being of every child sharply in focus and drives our ambition for continual improvement.

Only if our staff can say that what we provide is good enough for their own children is it good enough for yours and I’m proud to say this commitment to care, coupled with high academic ambition is helping all our young people to succeed.

About our Academy

An exciting Job Opportunity has arisen at Q3 Academy Great Barr!

Q3 Academy Great Barr is seeking a motivated and dedicated individual to join our team. This is the perfect time to become part of our team under the leadership of our new Headteacher.

As a mixed comprehensive academy with a dynamic Sixth Form, Q3 Academy Great Barr serves a vibrant and culturally diverse community of nearly 1,200 wonderful students.

Our gorgeous new buildings are surrounded by open, picturesque fields and woodlands, and the Academy offers a stimulating setting for teaching and learning. Our facilities are designed to inspire, with state-of-the-art classrooms and resources that support a rigorous, knowledge-rich curriculum. This curriculum is carefully crafted to challenge students, develop critical thinkers, and prepare them for successful futures.

Professional growth is embedded in our culture, and Q3 Academy Great Barr presents unparalleled opportunities for students and staff. If you are an educator, passionate about shaping the future generation, you will be joining a community where education is valued, diversity is celebrated, and personal development is prioritised. This is a place where your talents will be valued, and your career can flourish.

We are proud to be part of The Mercian Trust, which provides us with access to wider resources, professional development, and a network of educators focused on pioneering teaching and learning methods, including digital transformation. Join us for an opportunity to be at the forefront of a transformative educational approach that champions collaboration, innovation, and excellence in teaching and learning.

Why work here?

- ✓ Join an incredible team of friendly and supportive staff.
- ✓ Work with our amazing students in a positive learning environment supported by a centralised behaviour system.
- ✓ Manageable marking
- ✓ Supportive feedback culture with no high-stakes observations
- ✓ Rich culture of professional learning, with a high-quality CPD programme
- ✓ Fully resourced curriculum
- ✓ Three-week Christmas break and three ‘buy back’ days of extra summer holiday as thanks for contributing to the wider life of the Academy.
- ✓ Visible and supportive SLT
- ✓ Modern laptops for staff and visualisers in every classroom
- ✓ Connect and unwind with regular social activities.
- ✓ Access to Simply Health benefits, supporting your optical and dental care needs and including a free annual flu vaccination.
- ✓ Free car parking on site
- ✓ Enjoy exclusive discounts and benefits through Edenred, including a cycle to work and discounted electric car scheme

Staff testimonials

“Q3 Academy Great Barr is a great place to work because students appreciate you as a teacher. Often students will thank you for your lesson and I love working with them as a team. It is not just a workplace but a hub of professionals who are always happy to support and encourage others. I feel part of a family rather than one of many.”

– Teacher of Science (2024)

“Lots of places promote the idea of students and staff being at the very heart in all that they do. Well, come see a place that actually does that. Visit us and see the smiles, you won’t want to leave!”

– Teacher of French (2024)

“I am grateful for the amazing opportunity to work as a teacher at Q3 Academy Great Barr. What sets us apart is the unwavering support from all staff members, from teachers to administrators. Everyone is approachable and always willing to help, making me feel valued and appreciated. Every day is a joy to come to work.”

– Teacher of Geography (2024)

Job Description

Job Title: Design and Technology Technician
Line Manager: Head of Department
Grade: Grade 3 (SCP4-6)
Working Hours: Term time plus two weeks

Key Duties and Responsibilities

To provide practical and organisational support across the Design and Technology curriculum area. This role contributes to the efficient operation of the Academy and the effective delivery of our curriculum.

- Safe usage, inspection, operation, cleaning and minor repairs maintenance of Design and Technology workshop equipment, associate tooling and hand tools. Replace serviceable items, construct and develop benching aids, jobs and fixtures and undertake planned maintenance programmes.
- Prepare a range of materials and set up machinery and equipment including special operations, for GCSE and A Level lessons, practical work, experiments, demonstrations, and project coursework as part of GCSE and A-Levels.
- Set out and clear away materials and equipment, prepare audio/visual aids as required by Academy teaching staff, and assist in the production of resource materials and teaching aides, such as worksheets, plans and drawings for classroom project work.
- Provide practical support and guidance to Academy staff in the use of materials, workshop techniques, practices and processes and recommend solutions to technical problems encountered.
- Demonstrate and provide hands on practical student instruction in correct usage and application of workshop machinery and tools, and work with students on project work in a supporting role.
- Ensure the security of equipment at the end of class activities, breaks etc. including machine ‘lock off’ and power shutdown.
- Conduct formal risk assessment of Design and Technology machinery and electrical equipment and ensure that all Health and Safety Regulations are met.
- Liaise with contractors, suppliers and County staff, check and sign off contractor’s completion of rectification, refurbishment and maintenance work.
- Support Curriculum Leaders in preparing for health and safety audits in specialist departments.
- Control stock of materials and equipment, maintain an inventory and provide guidance and recommendation for the identification, specification and purchase of Academy Design and Technology materials and equipment.
- During Academy holiday periods and as workload permits, to assist across a broader spectrum of duties, including, but not exclusively, site, administration, maintenance, supporting Reception.
- Administer first aid.
- Organise refreshments and hospitality for Academy events.
- Supporting in Food and Art when necessary to prevent pinch points.

Health and Safety Responsibilities

- Comply with Health and Safety policies.
- To observe and maintain good H&S practice within the Academy.
- To support the Headteacher in removing barriers to H&S for Academy stakeholders

Operation of the Academy

- To consistently uphold the Academy's aims and strive to attain Academy Targets.
- To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
- To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner which supports the five "Every Child Matters Agenda" outcomes.
- To create a positive working atmosphere.
- Play a full part in the life of the Academy's community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
- It is the responsibility of each employee to perform their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
- The job purpose and key task statements above are indicative and by no means exclusive. Given the evolving status of the Academy, the need for flexibility amongst its staff is considered important.
- To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level.

Personal Qualities

- Be committed and willing to drive standards at the Academy.
- Demonstrate ongoing improvement in your role as a result of Professional Development
- Liaise appropriately with colleagues.
- Have ambitious standards and a meticulous attention to detail.

Role Model

- Ensure that 'no student is left behind,' in their academic and personal development.
- Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct, and time keeping.
- Build team commitment amongst students and staff alike.
- Engage and motivate students and staff to do their best by doing your best.
- Demonstrate a positive approach to your professional duties.

This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are commensurate to the grade. Non-contact time will be reviewed annually to reflect the operational duties on the member of staff.

The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.

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Person Specification

	Essential	Desirable	Assessed
Qualifications			
Certificate in Food Safety and Hygiene (or willingness to complete every 3 years)	✓		A
First Aid at Work certificate (or willingness to complete every 3 years)	✓		A
Grade C+/4+ in GCSE English and Maths or equivalent		✓	A
Level 2 or higher qualification in Art & Design and/or Food Preparation and Nutrition, or similar vocational qualifications		✓	A
Experience			
Experience organising equipment and resources	✓		A, I, R
Experience of working in design and technology, including personal experience	✓		A, I, R
Experience working with young people in an educational setting or similar context		✓	A, I, R
Experience supporting practical lessons		✓	A, I, R
Experience of stock management, ordering supplies, and conducting inventory checks		✓	A, I, R
Experience setting up displays or exhibitions		✓	A, I, R
Knowledge and Skills			
Good understanding of Health & Safety regulations and risk assessments, particularly in food technology and art environments	✓		A, I, R
Strong organisational skills, with the ability to manage resources, prioritise tasks, and maintain a clean and safe workspace	✓		A, I, R
Practical skills related to design and technology, including handling specialised tools and equipment	✓		A, I, R
Ability to operate and maintain a variety of equipment, such as ovens, fridges, brushes, and specialist art and DT tools	✓		A, I, R

Competency in IT for online shopping, stock management, and basic administrative tasks	✓		A, I, R
Ability to maintain accuracy and attention to detail	✓		A, I, R
Understanding of safeguarding policies and procedures	✓		A, I, R
Excellent organisational and time management skills	✓		A, I, R
Effective communication skills, both written and verbal	✓		A, I, R
Ability to work collaboratively with colleagues	✓		I, R
Ability to manage multiple tasks and prioritise workload	✓		I, R
Values and Attributes			
A commitment to supporting a positive learning environment for students	✓		I, R
Enthusiastic and proactive approach to work, with the ability to work independently and as part of a team	✓		I, R
Attention to detail and a high standard of care for maintaining equipment and resources	✓		I, R
A flexible and adaptable attitude to meet the varying demands of the role	✓		I, R
Effective communication and interpersonal skills, with the ability to work effectively with students, staff, and external suppliers	✓		I, R
A willingness to take part in training and development to enhance skills and meet the evolving needs of the department	✓		I, R
Commitment to equity, diversity, inclusion, and belonging	✓		I, R
Ability to serve as a role model through professional conduct	✓		I, R

A = Application Form, I = Interview, R = Reference

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How to apply

To apply for this role, please submit an application form on our **recruitment portal**.

Key dates

Deadline for applications	Sunday 20th July 2025 – 11:59pm
Interviews	Tuesday 22nd July 2025

Please note, this vacancy may be closed early if a suitable candidate is identified before the closing date.

Visiting the Academy

If you would like to arrange a visit before you apply, please contact Mrs Drummond, c.drummond@gbr.merciantrust.org.uk