

Briefing Pack for Applicants

DT Technician with AV responsibilities



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The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.

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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post: DT Technician with AV responsibilities
Location: Netherthorpe School
Pay scale: NJC Grade 4, point 7 (27,274) to point 12 (29,542) FTE
Actual Salary £20,484.22 to £22,187.61
Contract: Permanent, 30 hours per week, 42 weeks per year
Start date: A.S.A.P

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD. Netherthorpe School is a popular 11-18 school in Staveley, Chesterfield. We pride ourselves on being an inclusive school for all. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We strongly believe in work life balance and we work with our staff to actively promote and improve wellbeing.

We are seeking to appoint DT Technician who will assist teaching staff across the Department in providing safe areas for students and teaching staff. The DT Technician will provide support, by the preparation of equipment for the subject including Food lessons. They will undertake a practical health and safety role for the relevant department. This unique role also incorporates providing comprehensive audio-visual and media support across the school, ensuring high-quality technical assistance for school productions, events, coursework submissions, and promotional activities. They will ensure high-quality facilities, equipment and resources are available to support teaching, learning, performances, events and enrichment activities. The postholder will provide specific support to the Design Technology, Performing Arts, PE and Media departments. Candidates are encouraged to have an informal discussion about the role with the Head of DT, arrangements for this can be made by contacting Lynne Jordan, Headteacher's P.A. via email LJordan1@netherthorpe-mlt.co.uk

The closing date is Friday 16 October 2026 Interview date TBC.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Statutory Information - Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

Please ensure that you do not fill in a Local Authority application form in respect of this vacancy, *ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.* Please provide telephone numbers and email addresses for yourself and referees

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Future Applicants,

I am delighted that you are considering joining our school community. As the Headteacher, I am proud to lead a school that is dedicated to fostering academic excellence, personal growth, and a supportive environment for all students.

Netherthorpe School has a rich history, dating back to 1572 when it was founded by the Sitwell, De Rodes, Cavendish, and Frechville families to serve the Staveley community. Despite its historical significance, the recent Ofsted inspection in January 2025 placed the school in the 'Serious Weaknesses' category.

As the Headteacher, I am committed to addressing these issues and working with the Minerva Learning Trust to restore the school's excellence. It's a challenging task, but with dedication and collaboration, this is a school community you can certainly make a positive impact.

Our mission statement is that students **Learn, Enjoy, and Succeed**. We aim to foster enjoyment in learning, so that each individual has the opportunity to make good progress and achieve excellence. We ensure we develop confident individuals who are able to live safe, healthy, and fulfilling lives, whilst also being responsible and active citizens who will make a positive contribution to society.

Our Values:

We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so, we promote the following values: **Respect, Responsibility, Resilience, and Aspiration**.

Academic Excellence:

Our curriculum is designed to challenge and inspire students, preparing them for success in higher education and beyond. We offer a wide range of subjects, including a broad range of advanced courses in the 6th Form. Our teachers are passionate about their subjects and committed to helping students achieve their best.

Extracurricular Activities:

We offer a wide range of extracurricular activities, from sports to arts, ensuring that every student has the opportunity to explore their interests and develop new skills. Our sports teams have a strong tradition of excellence, and our arts programs provide opportunities for students to express themselves creatively through music, drama, and visual arts.

State-of-the-Art Facilities:

Netherthorpe is a truly special place. Combining modern facilities with listed buildings. We have well-equipped science labs, a comprehensive library, technology and sports facilities that include a sports hall gymnasium and playing fields. These resources are designed to enhance the learning experience and provide students with the tools they need to succeed.

Supportive Environment:

We understand that each student is unique, and we are committed to providing a supportive environment that caters to individual needs. Our pastoral care system ensures that students

receive the guidance and support they need to thrive both academically and personally. We also offer counselling services and have a dedicated team to assist with any challenges students may face.

Here at Netherthorpe, we are ambitious for both the school and its community and are committed to continued improvement. Our staff are our most valuable asset, and we are committed to attracting the best staff to the school and ensuring their personalised professional development, with our core purpose being the improved quality of teaching and learning for all. Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organization and help us achieve our mission, then we look forward to receiving your application. We look forward to receiving applications from candidates who would love to join us on our journey to excellence.

Warm regards,

Rachel Sutcliffe
Headteacher

Section 4: About Netherthorpe School

OUR ETHOS

Netherthorpe School is an inclusive community school that ensures all students are able to Learn, Enjoy and Succeed. We aim to foster enjoyment in learning, so that each individual has the opportunity to make good progress and achieve excellence. We ensure we develop confident individuals who are able to live safe, healthy and fulfilling lives, whilst also being a responsible and active citizen who will make a positive contribution to society.

We understand the power of education to transform lives, communities and society. We recognise the importance of students leading rich and diverse lives and actively pursue a curriculum and pastoral provision which enables them to flourish in this area.

By fostering our students' spirit of engagement, adventure and ingenuity, we will nurture all young people as fully rounded individuals, providing them with the challenge and support they require to succeed.

ABOUT US

Netherthorpe School is a popular and over-subscribed all-ability, 11-18 school. We have a truly comprehensive intake and aim to serve all of the school community in all of our work. Our intake is drawn from largely from the surrounding area. Our standard student number per year is 170 and our current roll is approx. 950. Around 39% of our students are classified as Pupil Premium which is above national average.

The school has around 20% of students on the SEN register. The range of special needs in school is considerable; we have students with Social, emotional and mental health needs, speech, language and communication difficulties, physical difficulties and some with moderate to severe learning difficulties. The school are well resourced to support our young people with a therapeutic Integrated Resource Centre, Hub and Student Services room.

The Senior Leadership Team is currently comprised of seven colleagues – the Headteacher, two Deputy Headteachers and four Assistant Headteachers, supported by the Hub Business & Operations Manager and Central Team for the Trust. We also have two colleagues in Progress Leader roles. Senior staff take responsibility for specific and targeted line management of key areas in the school. The school has distributed leadership model in which leaders at all levels increasingly take responsibility for raising standards of attainment and achievement.

Currently we have a teaching staff of over 70 who provide a rich balance of enthusiasm, energy, creativity and experience. Our team of support staff plays a vital part in the success of the school, and all are important members of our community. We aim to involve all staff in the life of the school through communication, including briefings and regular meetings. Staff development is supported through a highly effective professional learning policy, which lays emphasis on sharing good practice internally and driving up standards in teaching and learning. All teaching staff belong to departmental teams led by Curriculum Leaders.

The school is supported by a committed and supportive Local Governing Body, ready to scrutinise and challenge the work of the school. Led by the Chair of Governors, the Local Governing Body works through a series of committees, each supported by a member of the leadership group. The

governors take on 'link' roles and are beginning to work effectively with a range of key personnel within the school. The Local Governing Body feed into the Minerva Learning Trust Board who have overall accountability for schools within the Trust.

The curriculum is organised within a 50 period, two-week timetable and we aim to use this vehicle to support and stimulate all students. As a result, a large number of activities and experiences are timetabled for students. These include a one-week period of work experience for all Year 10 students. Many subject departments organise trips and visits; these include trips to local museums, field trips, visits from theatre groups and curriculum-related visits to sites around the country.

At Key Stage 3, students follow a broad and balanced curriculum including the core and foundation subjects.

At Key Stage 4 we offer a core curriculum of English, Mathematics, Science (combined trilogy and triple sciences), PSHE/RE and PE with option subjects available across the curriculum areas. At Key Stage 5, students are able to follow a number of learning pathways including vocational options to prepare them fully for life beyond 18.

We are confident that our current curriculum model, whilst under constant review, allows us to meet the needs of all students.

Netherthorpe has an incredible amount of history and tradition. It is truly a special place. Combining modern facilities with listed buildings, this offers a unique learning environment for the school community.

The extra-curricular life of the school is rich and varied, though this is an area we are always keen to expand. There are more than 40 clubs, lunchtime and after-school clubs and teams which offer the opportunity for students to develop and follow their interests and talents in music, drama, sport and academic areas. As a school that particularly values performing and visual arts there are a host of creative opportunities for students to take part in from music lessons and Arts plus to the school productions. In terms of sport, a wide range of teams and activities take place, achieving considerable local, regional and, on occasion, national success. There is a strong programme of residential, visits and foreign trips throughout the school including a Mexico conservation visits post 16.

We aim to enable all colleagues to fulfil their potential. We are partnered in Initial Teacher Training with Sheffield Hallam University and Sheffield University. We aim to support new colleagues, be they ECTs or more experienced teachers or support staff, via an induction programme and mentoring scheme which can be tailored to meet their needs.

We are developing a vibrant learning community in which all students and staff are able to thrive. Our strategic vision is to move this school forwards by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: [Netherthorpe School - Home](#)

Section 5: Job Description



Minerva Learning Trust Job Description



Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	DT Technician with AV responsibilities
GRADE/SALARY	NJC Grade 4, point 7 (27,274) to point 12 (29,542) FTE Actual Salary £20,484.22 to £22,187.61
HOURS/WEEKS	30 hours per week, 42 weeks per year
LOCATION	Netherthorpe School
RESPONSIBLE TO	Head of Department - DT
PURPOSE OF THE JOB	To assist with the preparation of materials and equipment for DT lessons including food technology lessons. To provide technical support for the school's Design and Technology provision and Audio Visual, ensuring high-quality facilities, equipment and resources are available to support teaching, learning, performances, events and enrichment activities. The postholder will provide specific support to the Design Technology, Performing Arts, PE and Media departments.
RELEVANT QUALIFICATIONS	Good standard of literacy and mathematics to GCSE/Level 2

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Under the overall direction of the Heads of Department, and in accordance with the practices and procedures of the school, assist teaching staff in providing safe areas for students and teaching staff. The DT Technician will provide support to the department, by the preparation of equipment for lessons. The DT Technician will undertake a practical health and safety role for the relevant department.

Key Responsibilities

Audio Visual Support

- Maintain, set up and troubleshoot AV equipment across the school.
- Ensure AV equipment is operational, safe and ready for use.
- Maintain inventories of AV equipment and resources.
- Provide technical support for assemblies, performances, examinations (performances in PE, Drama and Music), open evenings, concerts and other school events.
- Operate sound, lighting and projection systems during events.
- Support students involved in productions and technical theatre activities.
- Assist with recording and live streaming of school events.
- Liaise with suppliers and contractors regarding AV maintenance and development

Design & Technology Support

- Prepare materials, components, tools and equipment for practical lessons.
- Support staff and students during practical activities where required.
- Construct and prepare prototypes, models and demonstration materials.
- Maintain workshops, preparation areas and storage facilities.
- Maintain specialist tools, machinery and equipment and report faults promptly.
- Monitor and maintain stock levels, placing orders as required.
- Support displays, exhibitions and events showcasing student work.

Stock Control and Maintenance

- To maintain consumable stock levels including the monitoring of stock, the purchasing and collection of goods
- Processing the delivery of stock including the checking of delivery notes, and administer the issue of stock
- To clean and tidy away equipment to ensure a healthy and safe working environment within the department
- To maintain a supply of clean linen and arrange storage
- To maintain an inventory of all equipment and tools used by the department
- To coordinate and monitor purchase of food stuffs from local suppliers and be responsible for the correct storage and rotation of consumable food stocks

Support & Deliver Learning – Supporting Teachers

- Set a good example in terms of personal presentation, attendance and punctuality
- In accordance with the School's policies and procedures, report to the appropriate teacher any incidents of disruptive or unacceptable behaviour.
- Prepare materials for use in classes as required, including food technology lessons (e.g weighing of ingredients)

- To set up equipment in rooms for use by teachers and pupils
- To support and deliver key skill demonstrations to a range of age groups.

Health & Safety

- Ensure compliance with Health and Safety legislation, school policies and CLEAPSS guidance.
- Carry out routine safety checks and maintain relevant records.
- Support risk assessments and promote safe working practices.
- Ensure the safe storage of tools, equipment and materials.
- Complete and enact the training required

General

- Maintain records relating to equipment, maintenance and stock control.
- Support departmental purchasing and resource management.
- Working across departments to support on stock delivery and installation or storage
- Provide guidance on technical issues in DT and AV role
- Follow all school policies, including safeguarding and health and safety procedures.
- Maintain confidentiality and professionalism at all times.
- Undertake any other duties commensurate with the grade and nature of the post.

Continuing Professional Development – Personal

- Take responsibility for personal professional development.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

2. 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 Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 6: Person Specification



Minerva Learning Trust Person Specification



Post title: DT Technician

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS	
GCSE English and Mathematics (Grade 4/C or above).	AF/I
EXPERIENCE AND KNOWLEDGE	
Experience of maintaining and operating technical equipment.	AF/I
Knowledge of audio-visual systems, including sound, lighting and projection.	AF/I
Knowledge of standard IT software ie MS Office, Teams or similar	
Experience of working with tools, machinery or workshop equipment.	AF/I
Strong practical, organisational and problem-solving skills.	AF/I
Ability to work independently and as part of a team	AF/I
Experience working in a school, manufacturing, theatre, events, media, engineering or workshop environment.	AF/I
Experience of live streaming, video production or technical theatre	AF/I
Experience using CAD/CAM equipment, laser cutters or 3D printers.	AF/I
Knowledge of CLEAPSS guidance.	AF/I
Relevant AV, ICT, engineering or technical qualification	AF/I
Knowledge of interactive classroom technologies.	AF/I
PROFESSIONAL DEVELOPMENT	
Ability to identify own training needs	AF/I
Willingness to engage in continued professional Development	AF/I
SKILLS	
Excellent literacy/numeracy skills	AF/I
Excellent keyboard and data entry skills	AF/I
Effective communication skills	AF/I
Ability to prioritise	AF/I
Ability to relate to people on all levels	AF/I
Work constructively as part of a team	AF/I
Ability to relate to staff and pupils	AF/I
QUALITIES AND ATTRIBUTES	
To be organised and efficient	AF/I
Ability to inspire students	AF/I
Reliable and punctual	AF/I
Polite, friendly and flexible approach to work	AF/I
To have a good sense of humour	AF/I
Ability to follow instructions	AF/I
Able to prioritise effectively	
Calm and professional at all times	AF/I

EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Key:

AA	=	Assessed activity
AF	=	Application form
I	=	Interview
R	=	Reference

Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
2. Education and Training
State your qualifications and any training you have undertaken relevant to the post.
3. Present Appointment
Make it clear what your present post is, which establishment you work in and who your employer is.
4. Previous Appointment
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.
5. Referees
Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.
6. The Supporting Statement/Letter of Application
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**
7. Arrangements for Interview
Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.
8. The Interview
Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.
9. Feedback
Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.
10. Selection for Appointment
Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.
11. Arrangements for Applications
When you have completed your application, the completed form and covering letter should be e-mailed to vacancies@netherthorpe-mlt.co.uk by the closing date.

Section 8: Visitors to Netherthorpe School

By Car (Via M1)

Visitors should leave the M1 at junction 30 and follow the signs for Chesterfield taking the A616 exit.

At the roundabout take the 4th exit onto Chesterfield Rd/A619. Continue to follow A619

Continue to follow the road straight until you reach Ralph Road

Turn left onto Ralph Road

Turn left into Netherthorpe school

By Car (Via Chesterfield town Centre)

Head South on Spa lane toward Hollis Lane/A632

Turn right onto Hollis Lane/A632

At the roundabout, take the 4th exit and stay on Hollis lane/A632

Slight left to merge onto Rother Way/A61 toward

Sheffield/Worksop/A619/Sheepbridge/Chesterfield/Trading Est

At Brimington Roundabout, take the 4th exit onto Chesterfield Road/A619. Continue to follow A619

Turn left onto High Street/A619. Continue to follow A619

At the roundabout take the 2nd exit onto Market Street/A619. Go through 1 roundabout

At the roundabout, take the 3rd exit onto Lowgates/A619

Turn right onto Ralph Road, then straight left

By Bus

The 77a, 77, 74a, 74 services run near Netherthorpe school

By Train

Trains arrive regularly into Chesterfield station and then Netherthorpe school can be accessed by bus as above or taxi.