



**BURTON
BOROUGH
SCHOOL**

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Candidate Information Pack

Senior Design Technology Technician

Post Available from: June 2022

Closing Date: 7th June 2022



Welcome to Burton Borough School

Dear Candidate,

Thank you for your interest in this post at The Burton Borough School. We are an inclusive school that focusses on 'belonging' and 'thinking' and it is our firm belief that all students, no matter what their backgrounds, needs or abilities are able to succeed and reach their full potential given the right care support and guidance. We believe that all students have different gifts and we nurture these to bring out the best in each of them. Staff at Burton Borough have high expectations and the drive, commitment and passion to help young people succeed, preparing them well for the next stage of their education.



We want our students to be well-rounded and not only rely on rote so that they are able to compete with their peers not only nationally but internationally. However, in order to do this, we must model this behaviour ourselves by being lifelong learners, engaging in research, keeping abreast of new initiatives and staying at the forefront of education. We must work together in sharing best practice, reach out and help each other to develop our pedagogy to make us even stronger practitioners to help our students achieve what they are capable of. We have a fantastic CPD programme and run both the NPQML and NPQSL at Burton Borough in collaboration with Star Institute.

Mental health and wellbeing is at the top of our agenda for both students and staff and we were the first school in March 2019 to be recognised for the work that we do by Public Health England and signed the Prevention Concordat for Better Mental Health to show our commitment towards this. We were also the first school in the West Midlands to be awarded the Gold Award from the Carnegie Centre of Excellent Mental Health and an Ethical Leadership Pathfinder school.

There is a strong community feel at Burton Borough and the established smaller communities within the school ensure that our students reach their full potential. It is important to us that staff know each student and their families personally so that any potential issues are picked up quickly. In addition, we have vertical tutor groups with members from all years, which again contributes to a smaller community feel. Everybody supports one another and understands that when we work together, we instil a belief that we will achieve the best outcomes.

On top of all of this, a new modern £8 million building opened in June 2015 with the latest facilities to aid us with our teaching and learning. Due to our success, we have been asked to expand and a further £1.2 million has been invested in a new hall and extra classrooms which was completed in July 2019. Even with the increased student numbers from September 2019, we are heavily over-subscribed once again.

From the moment you walk through the doors at Burton Borough you will feel the vibrant, caring and supportive atmosphere. I look forward to meeting you if you decide that you want to join us on our exciting journey.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Krissi Carter', written over a white rectangular area.

Krissi Carter
Principal

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About the School

Burton Borough is a vibrant and exciting school to work in and our successes were recognised by our recent Ofsted inspection in March 2018:

- “Behaviour is good. Pupils are respectful, polite and well mannered. Relationships between pupils and staff are highly positive”
- “Pupils look smart in their new uniform, are punctual and well prepared for lessons. As a result, learning time is hardly ever wasted”
- “The prevailing culture of mutual respect prepared pupils well for life in modern Britain. Pupils work well and socialise well together, valuing and respecting others’ views”
- “The new principal is highly ambitious for the pupils. Leaders have a clear and accurate understanding of how to make the necessary improvements to pupils’ progress”
- “Safeguarding is effective”

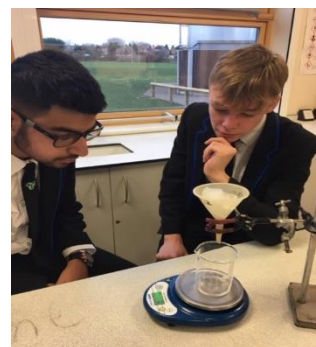
As an inclusive school, our aim is to provide an excellent education for all students, no matter what their background, needs or abilities. To achieve this, we ensure that we continually adapt our practice and engage with research. This is an exciting time to join the school if you are someone who embraces change and enjoys trying out new things. You will also be someone who views working in education as the most important job in the world, and will therefore be prepared to “go the extra mile”.

Your Professional Learning

We are very proud of our professional development opportunities in the school. All teachers, whether you are an NQT or Senior Leader, are expected to improve their craft in the classroom and to share their expertise with their colleagues. This will include the successful applicant to this post.

Our CPD provides personalised learning opportunities to support staff to meet their appraisal objectives and to help them move on to the next stage in their teaching career, whether that is securing the foundations during their NQT year or working with staff who aspire to leadership.

All staff are engaged in their own research projects that they will be sharing with the rest of their colleagues and publishing their findings in a journal. We believe the best CPD is CPD that is bespoke and tailored to your interests and needs. Research projects this year vary from subject specific research, wellbeing and mental health and leadership and management to name a few.



Job Description

Job Purpose

The main purpose of this post is to provide technical support to the Design and Technology Department. Assisting the Head of Design and Technology in ensuring the smooth running of the department, assisting staff and students by ensuring the safe preparation of materials, tools and equipment for day-to-day use.

Major Tasks

- To prepare day-to-day materials and resources for lessons and projects, including preparation of demonstration materials and resources, and the stocking of classrooms with consumable items, as agreed with staff.
- To support teaching staff in the delivery of lessons, providing technical support to staff, individual and groups of students as directed.
- To support staff in the classroom as requested to advise students during projects, including students undertaking major coursework projects.
- To ensure that all machines are prepared for further use, ensuring safety and reliability. This will include cleaning, oiling, sharpening, removing dust and carrying out minor repairs.
- To ensure that the material preparation area, technician's storeroom and contents there in are kept clean and organised.
- Maintain aprons in a serviceable condition
- To check that all tools are stored and locked away in both workshops.
- Maintain stock records and assist with ordering stock and materials: receiving and checking deliveries upon arrival
- To advise the Head of Learning area on issues that may affect the safe and efficient running of the department.
- Ensure that any security equipment, including keys, are kept safe.
- To take responsibility for Health and Safety in accordance with the Health and Safety at Work Act and the School's Health and Safety Policy within the technician's own area of work, and with particular reference to COSHH, risk assessment and Electrical Safety Regulations. Maintain all necessary safety signs adjacent to machinery and maintain a record of all equipment checks
- To check, maintain and record the operation of all dust and fume extraction equipment.
- To check the condition of all material cutting/forming machines, computers and laser cutter.
- Complete maintenance on DT equipment as necessary.
- To carry out spot checks on storage and tools cupboards; and to encourage efficient use of systems.
- To carry out minor repairs and alterations to specialist furniture and fittings as required.
- To carry out minor maintenance on sewing machines.
- To inspect and report on the condition of working areas highlighting any Health and Safety risks. If possible, repair or advise Head of learning area of the need for a replacement, in all areas of DT.
- Ensure that all safety zone floor markings around fixed electrical, mechanical and heating equipment are regularly renewed so that they are visible and clear.
- To visually check all portable electrical equipment leads and plugs for damage.
- Oil and grease all machines and vices.
- Clean and sharpen hand tools.
- Check and clean all safety goggles and machine guards and replace as necessary.
- Assist D&T staff in the development of displays/notice boards/exhibitions etc.
- Tidy storerooms and carry out stock check of consumable items.
- Complete an annual inventory of tools and equipment in the DT department for items with a replacement value of £50 or more.
- Assist the Head of learning area and the Assistant Business Manager in the completion of the Health and Safety audit and appropriate risk assessments in line with CLEAPSS guidelines for schools.

<ul style="list-style-type: none"> Attend relevant training courses in order to maintain efficiency and effectiveness. To contribute under the planning of the Head of learning area to in-service training for teachers, and student teachers, with regards to the use of tools and equipment, and machine safety.
Contacts & Relationships
<ul style="list-style-type: none"> With students – daily With student's parents/carers – at least weekly With visitors, or other external bodies – as required With staff within school - daily The role of the senior technician is to advise members of staff who are not in their specialist teaching area on safe and practical working procedures with students. To assist in the development of new units of work, sharing ideas and developing practical solutions which can be taught to pupils. Advising staff who work within other departments, such as SEND
Creativity
<ul style="list-style-type: none"> To assist in the delivery of learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs if appropriate The senior technician works closely with KS4 students during their coursework. To assist the classroom teachers when writing reports by feeding back on students' effort and progress in class, when they are not working directly under the supervision of the teacher. This will help give a clear overview of how the student is working in all aspects of the course Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
Decisions
<ul style="list-style-type: none"> The senior technician will directly influence lesson plans and units of work by sharing their knowledge and experience in supporting teachers, progress and develop the learning of students Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop Contribute to the overall ethos/work/aims of the school
Management & Supervision
<ul style="list-style-type: none"> Day to day line management responsibilities for the DT technician Liaise between managers/teaching staff and the DT Technician To take part in regular team meetings Undertake recruitment/induction/appraisal/training/mentoring for other DT Technicians
Supervision Received
<ul style="list-style-type: none"> Responsible to the Principal who will delegate their Line Managers to conduct annual supervision and performance management. Participate in the performance management system for the appraisal of their own performance, or that of other staff.
Complexity
<ul style="list-style-type: none"> The role requires knowledge and experience of working with specialist DT equipment such as laser cutters, sewing machines etc. You will be required to maintain the equipment within the DT area and advise when external maintenance or repair is required. To understand the impact of the Health and Safety guidelines within the DT area in line with CLEAPSS and ESCC You will complete a range of routine work with some variation in line with the secondary school curriculum.
Resources

- Organise and manage appropriate learning environment and specialist resources
- Use ICT effectively to support learning activities and complete the range of duties
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment within the DT area
- The postholder may have access to sensitive and detailed information concerning a student and his or her family. It is essential that the confidentiality of the information is understood. Any breach of this confidentiality could result in the breakdown of essential good relationships between the school and the family.

Impact

- All students make excellent progress and attainment, in particular within the DT area
- All students are active protagonists in learning and their unique qualities as learners are known and supported by all members of staff
- The culture and ethos of the school is reflected in all activities and interactions that involve our staff on and off site
- Ensuring good behaviour and welfare requirements are maintained at school that keep students safe

Physical Demands

- To maintain good general health and mobility to support students indoors and outdoors when standing, sitting or moving
- The majority of the role will be standing/walking and there will be some requirement of move or lift equipment across the school site or within the DT area.
- Be able to work as part of a successful, hard-working, dedicated team

Working Environment

- The school is on one site with 4 main buildings sited alongside the sports field. The post holder will be required to work across the whole site.
- In the main this post works in an office/classroom setting with appropriate heat, ventilation and lighting.
- There may be occasional exposure to conditions such as would be found outside; for example travelling for meetings and site visits.
- Occasionally may deal with students regarding difficult or distressing matters which may result in receiving verbal abuse. This would be referred through the Safeguarding channels in line with school policy

Emotional Context

- To be able to deal with emotionally stressful situations that may arise from working with students, families and colleagues
- To be aware of personal stress levels and alert senior staff if issues arise
- To participate in supervision activities to address any emotionally stressful experiences
- To occasionally deal with emotional / distressing information arising from unforeseen circumstances, i.e. safeguarding disclosures, illness related to children and families, this will then be forwarded to the Designated Safeguarding Lead and Safeguarding Officers. This is not an everyday occurrence

Other

The post holder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The post holder will be expected to participate in training and other learning activities and performance development as required.

The post holder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> • Good Standard of Education • NVQ 3 Technology or Woodwork or equivalent qualification or experience within a similar field of work
Experience	<ul style="list-style-type: none"> • Previous experience of working in a similar school-based role would be beneficial • Experience of Design Technology is essential • Experience of maintaining and /or repairing a variety of DT equipment • Following CLEAPSS or similar Health and Safety guidance in managing and maintaining specialist equipment • Supervisory experience
Knowledge	<ul style="list-style-type: none"> • Knowledge of Health & Safety legislation as it relates to the work of a school • Understanding of complex woodwork and metalwork equipment • Knowledge of a range of design techniques • Awareness and understanding of current legislation and guidelines of COSHH and ESCC in relation to the safe handling of storage of chemicals • Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools • You must adhere to all Health & Safety policies and procedures and bring to the immediate attention of your line manager any activity/occurrence which may prove a danger to either yourself or others
Skills	<ul style="list-style-type: none"> • Ability to maintain a range of tools and equipment • Ability to prepare equipment and materials for lessons, as requested by the teaching staff • The ability to work in an organised and methodical manner • Ability to problem solve and maintain repairs to DT equipment • Ability to identify work priorities and manage own workload while working under pressure • Ability to maintain accurate work records and maintain inventories • Excellent inter – personal skills for working with students and teaching staff, including those with special needs • The ability to understand direct instruction from your Line Manager or from the Senior Management team • Ability to work effectively as part of a team • Flexible approach, willing to take on new ideas to improve the service to the customer
Personal style & behaviours	<ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Develop good relationships with others by behaving with integrity, treating people with respect and leading by example.

	<ul style="list-style-type: none"> • Demonstrates a professional approach which generates credibility and confidence. • The ability to work independently but also are a good team player when the need arises. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic, and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.
Fluency Duty	<p>This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.</p> <p>The role will need to understand with ease virtually everything heard or read, can summarise information from different spoken and written sources and can express themselves spontaneously and very fluently and precisely, differentiating finer shades of meaning even in the most complex situations"</p>
Political Restriction	This role is not subject to any political restrictions

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	x
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>

Safeguarding



Burton Borough School fully recognises its responsibility to safeguard and promote the welfare of student and young people. We are committed to ensuring that its students have opportunity to thrive within a safe learning and working environment. Our school expects all staff and volunteers to share this commitment. Our Safeguarding Policy, which applies to all staff, Governors and volunteers working in the school, has five main elements:

1. Ensuring we practise safer recruitment in checking the suitability of staff and volunteers to work with our students
2. Raising awareness of child protection issues and equipping students with the skills they need to keep them safe
3. Implementing procedures for identifying and reporting cases, suspected cases, of abuse
4. Supporting students who have been abused in accordance with their agreed protection plan
5. Establishing a safe environment in which students can learn and develop.

The staff at Burton Borough School are aware of how they share in the school's responsibility to safeguard and promote the welfare of students and young people. Our 'Professional Code of Conduct' establishes expectations in relation to conduct towards students and all staff are issued with the strict guidelines on what are considered to be safer working practices which must be observed at all times. If any member of staff has a concern that the school's code of conduct or expected safer working practices were not being followed, and a student or students were as a result at risk, then they would be expected and supported to raise the concern under the school's adopted 'whistleblowing policy and procedure'.

Our school also operates within other policies relating to safeguarding, child protection and the welfare of students.

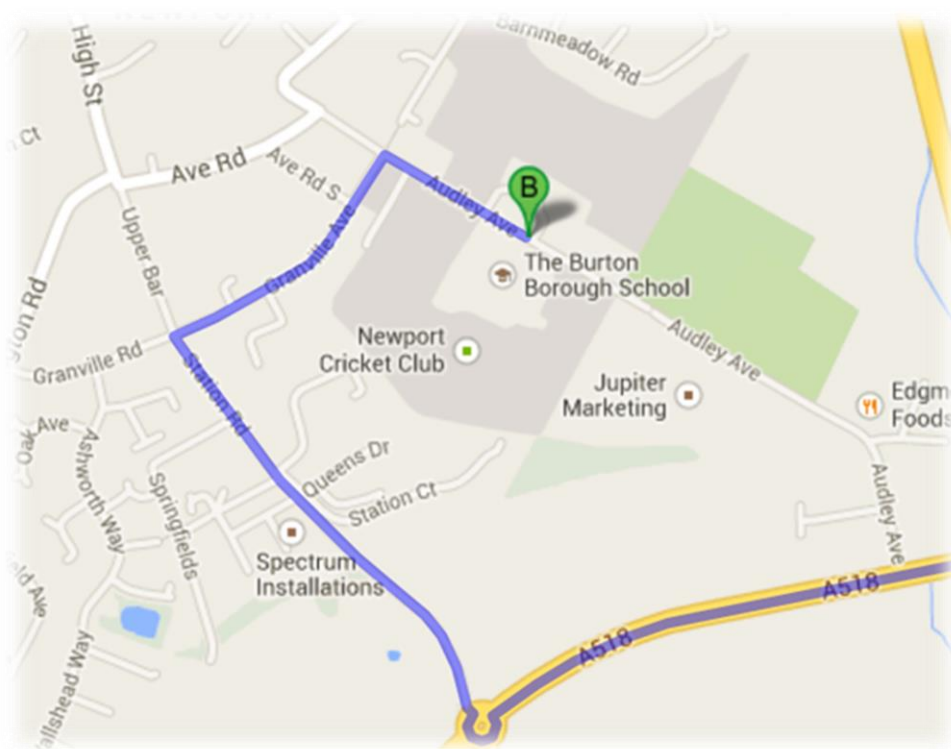
To ensure that safer practice in recruitment is reflected at every stage of the recruitment process, our school operates within a Safer Recruitment Policy. Members of the school staff and Governing Body have attended and passed training on Safer Recruitment. All successful applicants will be subject to an enhanced DBS disclosure and references will be checked. All employees of the school will receive compulsory child protection training.



Local Information

Newport, Shropshire, is a beautiful market town in the borough of Telford and Wrekin. It is located on the Shropshire/Staffordshire border, equidistant from Shrewsbury, Stafford and Wolverhampton. We are the only comprehensive school in Newport with two single sex, selective grammar schools nearby. Despite this, our students are of high ability when compared to school nationally.

How to find us



From the North: At Junction 14 (M6), take the B5026 to Eccleshall, then take the A519 following the signs for Newport

From the South: At Junction 12 (M6), take the A5 exit to Telford/M54, exit at Junction 3 (A41) following the signs for Newport

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FRAMEWORK FOR
ETHICAL LEADERSHIP
IN EDUCATION
PATHFINDER