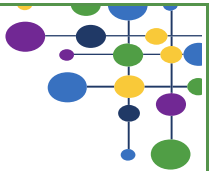




Application Pack for Design Technology Technician



Welcome from the CEO

Academic Year 2022 /2023

Dear Applicant,



Thank you for taking an interest in the role of Design Technology Technician at Thornhill Community Academy. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post.

Our belief in "Valuing People, Supporting Personal Best" means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as "helping others to achieve their best" and that is what your line manager will try to do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing

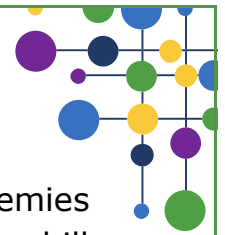
the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

John McNally
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of four secondary and four primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Whitcliffe Mount School, Cleckheaton, Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley and Luck Lane Primary Academy, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. Shelley College is the Teaching School Hub for Kirklees and Calderdale and as such, we can offer our teaching staff a wealth of first class, personal development opportunities as well as providing an excellent induction programme for Early Career Teachers. All staff receive full induction training and ongoing support to ensure they enjoy working for the trust.

More than seven hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.



Dear Applicant,

Thank you for your interest in the post of Design Technology Technician, a role we are excited to be recruiting to.

At Thornhill Community Academy our rules are very simple: be nice, and work hard. We believe in the power of clarity; we believe in doing a few things which have a genuine impact, but doing them exceptionally. We have a firm commitment towards achieving our goal of becoming an outstanding Academy, and we are proud to serve the community that we do.

We are also proud to be a part of SHARE Multi-academy trust and Calderdale and Kirklees Teaching School Hub, meaning we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice across the trust.

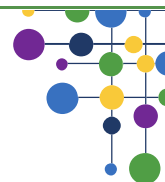
We are 'A School, A Family, A Community', and our mission is to improve the life chances of every single one of our students. We are proud of the excellent teaching and learning which happens on a daily basis, which is supported by exceptional standards of behaviour within a safe and inclusive environment.

Before applying, I encourage you to come and visit us, speak to our brilliant staff, meet our wonderful students, and see what goes on every period of every day. If you have any questions about this post, please do get in touch and ask us.

I look forward to meeting you, and to you joining our school, family and community.

A handwritten signature in black ink, appearing to read 'MCB', with a stylized flourish at the end.

Mr Matthew Burton
Headteacher
Community Academy



Technician Role Profile

Role Title	Technician	Reporting to	Head of Design and Technology
Section	D & T department Thornhill Community Academy		
Contract type	Permanent – 31 hrs per week Term time plus 5 days	Grade / Salary	Band D

Part A – JOB DESCRIPTION

Overall purpose of role	<p>To work as part of the Technology team, providing practical support to teaching staff and students across the department.</p> <p>To efficiently manage store rooms, stock levels, resources and specialist facilities ensuring a positive student experience and a safe working environment.</p> <p>Committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of the post.</p>
Key Outputs	
<ol style="list-style-type: none"> 1. Ensure that the correct equipment is available in a classroom at the right time, with particular attention where a teacher is absent and as per their cover lesson notes. 2. Responsible for setting up of demonstration practical's, ensuring that they work effectively and are cleared away 3. Preparing and priming surfaces for students to work on in the workshops. 4. Under the guidance of teaching staff provide one to one support to students or working with groups of students on pre-planned activities, to reinforce the teachers' approach and to support the learning to maximise student progress and achievements. 5. Give appropriate technical advice to teachers, technicians and students. 6. Assist with preparing photocopies and resources to support teacher and student needs. 7. Undertake varied roles and responsibilities (e.g. supporting the class whilst the teacher works with a specific group etc.) within the classroom under the direction of the teacher; helping to accelerating and measuring student progress. 8. Operate all relevant information and recording systems including cataloguing, filling and inventories, and legal records as they relate to the health and safety and equipment/appliance testing. 9. To be responsible for a number of elements relating to health and safety within the department including: 	

- a. the safe storage and/or disposal of equipment, materials, chemicals and hazardous waste materials in line with recognised procedures and contribution to the production of appropriate risk assessments for these
 - b. advice to departmental cleaning staff and others as necessary of potential hazards and of safe working practices within the department
 - c. Inspection, maintenance and ensuring the correct use of safety equipment
 - d. Giving health and safety advice to technical staff, teachers and students
 - e. Supporting the HOD and facilities manager in conducting department risk assessments for the use of departmental machinery and equipment
 - f. Consult with appropriate bodies (Compliance Manager) ensuring that routine safety checks on equipment, COSHH cupboards, pressure vessels, first aid kits etc. are carried out and that electrical and other safety checks are undertaken in line with health and safety requirements
 - g. Keep up to date with health and safety requirements and with developments in the subject (attending courses and reading publications)
10. Operate an efficient system for ordering, stocking, storing and distributing items used in the relevant department, including associated record keeping and receiving and checking deliveries and associated invoices.
 11. Operate a loan system for equipment internally, advising on suitable materials, tools and equipment and practical work.
 12. Maintain records of department accounts in line with the recognised financial procedures.
 13. Security, maintenance, logging and handling of cameras and iPads books and other technical and ICT equipment in liaison with the school ICT Technicians. Ensuring equipment is maintained and ready to be used at any point.
 14. Ensure all areas are kept secure, tidy and organised with regard to efficiency, Health, Safety and security issues, broken or malfunctioning equipment. Deal with issues where possible, effecting simple repairs when required – discuss with HOD/Second in Charge and staff as necessary.
 15. Ensure the maintenance of materials, stock and apparatus and repair of all machinery and equipment to required standards, including obtaining estimates for more complex repair work.
 16. Responsible for the specialist cleaning of machinery, tools, equipment and materials as used by teaching staff and students, liaising internally as required.
 17. To design, construct and modify space/resources, to ensure best and safe working practices for students and staff.
 18. Test new equipment and devise practical work in consultation with the curriculum leader.
 19. Recommend the purchase of specific items of equipment, researching costs and raising orders in consultation with the Head of Department.
 20. Accompany students and teachers on trips and visits both on and off site as required.
 21. Make petty cash purchases ensuring maximum efficiency and value for money.
 22. As part of your wider duties and responsibilities you are required to promote and actively support the Academy's responsibilities towards Safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

23. Carry out your duties with due regard to current and future Academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and on-going performance development and through Academy communications.
24. Any other responsibilities commensurate within the requirements for this role or as directed by the Headteacher/Senior Deputy Headteacher and flexibility to support colleagues across team as required.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Range of Teachers and Support Staff approximately 120 across the whole school.
- Range of Students approximately 850.

Work/Business contacts

Internal: All teachers and support staff to advise how effectively to support students to achieve their Personal Best.

External: External staff, Other Schools, Parents and families.

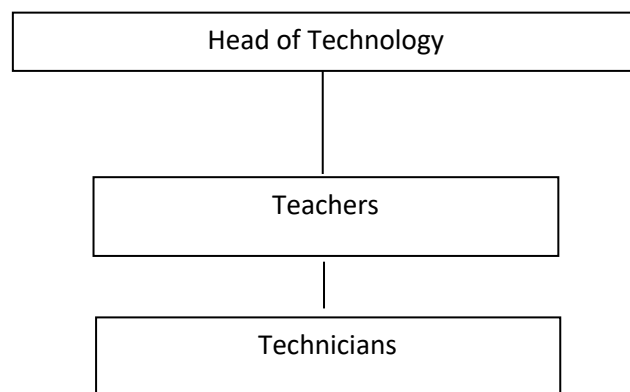
Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• GCSE Maths and English at least to Grade C/4 or equivalent	Essential
• Possession of appropriate qualifications relevant to this role.	Desirable
• Experience of working with children/young people in a school	Desirable
• Ability to show initiative and to work with minimal supervision within an agreed framework	Essential
• Ability to advise and assist students in order to assist progression	Essential
• Ability to prepare teaching materials and resources using ICT	Essential
• Experience of working in a science/food/textiles/design technology environment	Essential
• Knowledge of Health and Safety legislation and relevant COSHH and ESCC regulations	Essential
• Knowledge of a range of design techniques and knowledge of CAD CAM and CNC equipment	Essential
• A willingness to undertake further development/training as appropriate	Essential

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| • Excellent communication skills | Essential |
| • Commitment to the safeguarding of young people | Essential |

Other (Physical, mobility, local conditions)

- | | |
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| • Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings. | Essential |
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Structure

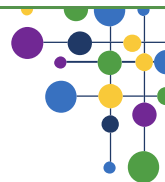


Signatures

Approved by: CEO

Signed by: Post Holder

Date:



To apply, please complete an application form on the TES website, which can be found on our career site here:

<https://www.tes.com/jobs/employer/-1082675>

Closing date: 10am Monday 13th February 2023

