

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Eckington School



SILVERDALE
SIXTH FORM



Outstanding Achievement for All

Job Advert



Westfield School
Chorus Education Trust

Westfield School, an 11-16 comprehensive secondary with c1300 students, is an improving and inclusive school.

Westfield School joined Chorus Education Trust in 2018 and welcomed a new Headteacher, who has been working with staff to raise aspirations and provide the very best teaching for students. Within two years the school has become oversubscribed for places in Year 7.

Formerly a sports college, the school sits in generous grounds in the south-east of Sheffield not far from the M1 motorway. The modern building has the full range of educational resources, as well as a gym and indoor pool (available free to staff).

As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

You can view the school website at: www.westfield.chorustrust.org

Design & Technology Technician

15.5 Hours per week (Wednesday, Thursday, Friday)

39 weeks per year

Grade 3 £23,500 - £23,893 pro rata

Required: A.S.A.P

Permanent

About this vacancy

We are currently seeking to appoint an enthusiastic, well organised, highly motivated and flexible individual to join our busy and successful Design & Technology department. The job varies from day to day and therefore requires someone with excellent communication skills and who can adapt easily to shifting demands and work patterns. The successful candidate as part of their duties should be experienced and capable of carrying out the following duties:

- Maintain equipment and machinery in classrooms and in the technician 's room
- Prepare practicals prior to lessons
- The preparation of stock and inventories
- Set up practicals where necessary and provide classroom support
- General upkeep of the Design & Technology and Art classrooms

This is a job share role and therefore the working days required are:

Wednesdays 2.5 hours to be worked between 8-4pm

Thursdays 8-3pm

Fridays 8-3pm

Chorus Education Trust is proud to support flexible working arrangements.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Trish Hughes (HR Administrator) at: recruitment@westfield.chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted. Applicants are welcome to discuss any aspect of the role with Sarah Newton – Business Support Services Manager or email snewton@chorustrust.org.

Closing date for applications 5 May 2024.

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.

At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>

Job Description: summary

Post title:	Design & Technology Technician
Profile:	
Grade:	3
Grade spinal point range:	5 - 6
Accountable SLT post:	Assistant Head Teacher
Line Manager of post holder (if different):	Faculty Leader Design and Technology
Staff to be supervised or line managed by post holder:	
Post holder will work with:	Other teaching and support staff
Holiday and sickness relief by/for:	By and for other Support staff
Purpose of job:	Under the guidance of senior staff, provide specialist support in a specific curricular/resource area including the preparation and maintenance of resources and support to staff and students
Version revised:	July 2021

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

To be responsible for the maintenance and development of the library and provide a suitable environment for structured and independent learning for staff and students. To support the development of a culture of reading for pleasure and learning. To develop and maintain the library as a central hub of reading and independent study. To support students in closing reading gaps by delivering interventions which support reading and vocabulary understanding and acquisition. This will include, but not be limited to:

Support for Students

- Use specialist skills/training/experience to support students
- Provide feedback to students in relation to progress and achievement

Support for The Teacher

- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- Assist in the development of lesson/work plans, administration of coursework, work sheets etc.
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Promote and ensure the health and safety and good behaviour of students at all times
- Undertake marking of students work with specialist area and accurately record achievement/progress
- Administer and assess routine tests and invigilate exams/tests

Support For the Curriculum

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Implement agreed work programmes/practical lessons under the guidance of the teacher

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take an active part in all key school events such as open evenings etc.
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc. are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions

Team responsibilities – All support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

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 Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job Title: Design & Technology Technician

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Experience			
Understanding of support roles in schools and effects on teaching and learning	✓		A/I
Understanding of safeguarding children	✓		A/I
Experience of working with young people	✓		A/I
Understanding of Health & Safety working practises relevant to the role	✓		A/I
Ability to work as part of a team and on own initiative	✓		A/I
Skills or experience in trades such as joinery, engineering		✓	A
Qualifications			
Minimum of 5 GCSE's Including English and Maths Grade C or above or relevant training and experience	✓		A
First Aid (Full)		✓	A
Personal Attributes			
Ability to build and form good relationships with students, colleagues and external agencies	✓		A/I
Confident and effective approach to working with young people	✓		A/I
Flexibility and willingness to support whole school as when required.	✓		A
Be able to work calmly under pressure	✓		A/I
To be a good role model	✓		A/I
Working Conditions			
Lifting and moving equipment	✓		A
Some evening work to support parents evenings	✓		A

