



Westfield School

# D&T Technician - Food and Textiles

Applicant Pack

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Junior School



**Chorus**  
Education Trust

Outstanding Achievement for All

## Contents

The vacancy.....	3
Post advert .....	3
Role summary .....	3
Job description.....	4
Support for the Students .....	4
Support for the Teacher .....	4
Support for the Curriculum .....	4
Support for the Trust/School (applies to all roles) .....	5
Changes to these duties .....	5
Person Specification .....	6
Job Title: Design & Technology Technician – Food and Textiles.....	6
Knowledge, experience and skills .....	6
Qualifications .....	6
Interpersonal skills .....	6
Child protection .....	7
Westfield School.....	8
Chorus Education Trust .....	9
To apply .....	10
Disability confident .....	10
Safeguarding .....	10

# The vacancy

## Post advert

**Deadline for applications:** 11:59pm on 6 July 2025

**To start:** September 2025

We are currently seeking to appoint an enthusiastic, well organised, highly motivated and flexible individual to join our busy and successful technology department to support with food and textiles predominantly. The job varies from day to day and therefore requires someone with excellent communication and organisational 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 in classrooms, store cupboards and in the technician's room
- Prepare for practicals prior to lessons
- Preparation and organisation of stock and inventories
- Ensure health and safety/ food safety guidelines are adhered to in the classrooms
- Set up practicals where necessary and provide classroom support
- General upkeep of the food and textiles classrooms

## Role summary

<b>Post title:</b>	<b>Design &amp; Technology Technician – Food and Textiles</b>	
<b>Grade:</b>	3	
<b>Grade spinal point range:</b>	SCP 5-6	
<b>Salary:</b>	£24,790 – 25,183 pro rata (Actual salary £21,321 - £21,660)	
<b>Accountable SLT post:</b>	Assistant Head Teacher in conjunction with the Business Manager	
<b>Line manager (if different):</b>	Faculty Leader	
<b>Staff to be supervised or line managed by post holder:</b>		
<b>Post holder will work with:</b>	Other teaching and support staff	
<b>Holiday and sickness relief:</b>	By and for other Support staff	
<b>Purpose of post:</b>	To assist in the provision of an efficient curriculum resource support service within the D&T Food and textile department in school, including the preparation and maintenance of resources and support to staff and pupils.	
<b>Version revised:</b>	August 2019	
<b>Contract:</b>	Permanent	37 hours/39 weeks

## Job description

The post holder must at all times carry out his/her responsibilities within the spirit of 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.

**Specific Duties:** To be responsible for the curriculum resources of the Design & Technology/ Food & Textile department, to the standards required by the school and any appropriate bodies. This will include, but not be limited to:

### Support for the Students

- Support students in accessing learning activities under the guidance of the teacher
- Advise and assist staff and students in the preparation of lessons and their duration

### Support for the Teacher

- Create and maintain a purposeful, orderly and productive working environment
- Ensure that storage and work areas are kept clean and tidy
- Specific cleaning/maintenance duties in relation to ovens, sewing machines and laundry
- Timely and accurate preparation and use of specialist equipment/ resources/materials as required by staff/curriculum/lesson plans etc
- Maintain records as requested
- Ensure the health and safety and good behaviour of pupils at all times
- Provide clerical/admin support
- To clean worktops and sink after lunch, load and empty dishwasher, clean microwave fortnightly and fridge once per half term, if necessary

### Support for the Curriculum

- To monitor and control stocks of consumables and raw materials used in the department
- Maintaining departmental risk registers and asset registers as required
- To be responsible for ordering and receiving goods, from suppliers where necessary, checking deliveries and liaising with the departmental teachers to organise orders
- To support the Head of Department to check that all pupil contributions are up to date in line with financial procedures
- Preparation of materials and equipment in support of the various activities
- Preparation and erection of displays. Ensure the display boards and leaflet displays, etc in the department and the immediate area are kept up-to-date and in good order

## **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.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

## **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 Headteacher/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 – Food and Textiles

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
General administrative experience to include, Word Processing/typing, filing, proof-reading of material, data entry etc.	✓		A/I
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
Skills or experience in food preparation and working with textiles		✓	A/I
Ability to work as part of a team and on own initiative		✓	A
Excellent organisation skills	✓		A/I
<b>Qualifications</b>			
Grade 4 or above at GCSE in English and Maths or equivalent qualifications	✓		A
First Aid (Full)		✓	A
Food Hygiene Certificate		✓	A
<b>Interpersonal skills</b>			
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
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

## Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



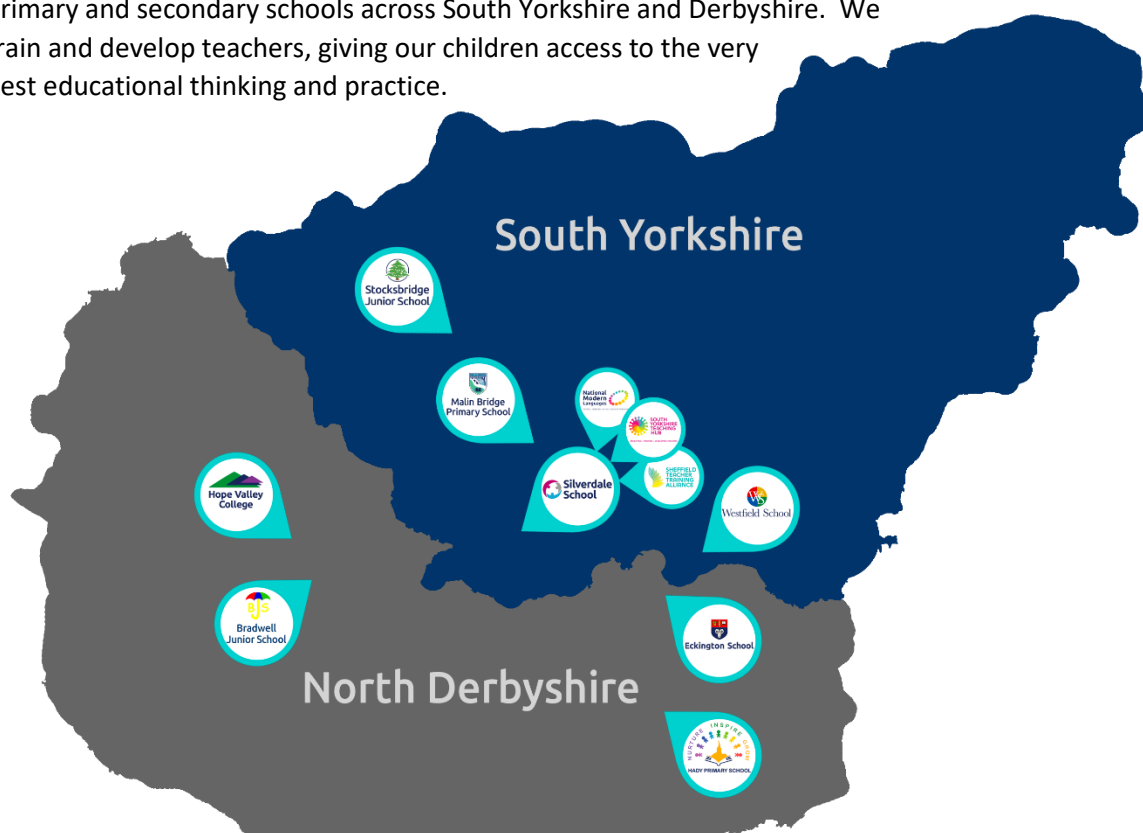
In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: [www.westfield.chorustrust.org](http://www.westfield.chorustrust.org).

## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



A **collaborative environment** encouraging knowledge sharing and support.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



**Career progression** opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).

## To apply

- Full application pack and application forms available from:  
[www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies)
- Completed application forms are to be sent to: Trish Hughes (HR Administrator)  
at: [recruitment@westfield.chorustrust.org](mailto:recruitment@westfield.chorustrust.org)
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11:59pm on 6 July 2025

### Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



### Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

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