



Thomas Deacon
Academy



Thomas Deacon Academy

Application Information Pack

Senior Technician – DT, Art & Food



Principal's Welcome



Dear Applicant,

Thank you for your interest in working at Thomas Deacon Academy (TDA) and I hope that you will find this pack useful and informative in helping you to complete your application.

Thomas Deacon Academy is a genuinely special school with a talented team of staff committed to improving the life chances of their pupils.

Whilst TDA secured a good Ofsted grade in its last inspection, there is no room for complacency and we are committed to making further improvements to the overall quality of education for our pupils.

We believe our young people should leave us as citizens that are fully equipped with the character and qualifications to take their place in the world. We place great emphasis on ensuring they experience a broad and balanced curriculum, with a wide range of extra-curricular activities, opportunities for them to develop their 'character' and a strong pastoral system to support them with life's challenges.

Our students benefit from our outstanding facilities. These include our Norman Foster designed Academy building and purpose built Key Stage 2 Juniors building located in our 43-acre campus. Amongst other facilities we also incorporate an excellent Sixth Form Study Centre and expansive playing fields and sporting facilities

We are proud to be part of Thomas Deacon Education Trust which, like us, is dedicated to raising educational outcomes for all its students across its range of primary and secondary phase academies. As a member of staff here you will benefit from high quality professional development and support both from this school, and also directly from an exciting range of development and training opportunities our locally based trust allows us to share in. Sharing expertise with a variety of like-minded schools ensures we provide the best possible opportunities for our staff to grow and develop regardless of the point in their career they join us.

We think Thomas Deacon Academy is an exciting and vibrant place to be and we would warmly welcome visits from prospective candidates interested in being part of our team. I am delighted that you are interested in finding out more about our Academy and we look forward to seeing or hearing from you soon.

Warm regards,

Emily Gaunt | Principal



Job Description

Job Title	Senior Technician – DT, Art & Food
Reports to	Head of Department
Salary/Grade	Pathway 4
Date Last Evaluated	June 2026
Core Purpose	To lead and direct technicians in supporting the requirements of Arts, DT and Food.

Key Responsibilities

- To oversee the Health and Safety requirements within all specified subject areas ensuring all equipment is inspected in line with department/academy guidelines. (LEV Log and inspections, Department Health and Safety and Risk Assessment. COSHH/Inventory).
- To maintain all health and safety documentation in line Thomas Deacon Education Trust (TDET) expectations.
- Along with provision of equipment and apparatus, ensuring that faults are reported in a timely manner to the Head of Department (HOD) or site team.
- As well as storage of chemicals, ensure safe disposal of hazardous waste materials (chemicals, sharps etc) in accordance with COSHH.
- Promote a proactive and safety culture by ensuring all near misses and accidents are correctly reported in a timely manner in line with academy procedures.
- To line manage the technicians and conduct Continuous Development of the Technician Team in conjunction with TDET guidelines.
- Liaise with HOD and Subject Leaders (SL) on any department issues and attend and contribute to fortnightly leadership team meetings and department CPD.
- Organise required training necessary for all staff and technicians to remain fully qualified to deliver all subjects within the department.
- Manage technician timetables and work to ensure required materials are available and lessons are supported as required.
- Oversee the timely and effective preparation and delivery of materials for all lessons, through regular liaison with Subject Leaders.



- Be responsible for maintaining a safe and ordered working environment in all rooms, workshops, and food areas and for ensuring that regular safety checks are completed and undertaken across the team (teaching staff and technicians), in line with mandatory requirements.
- Oversee, organise and maintain efficient storage of equipment in workshops and classrooms and undertake equipment checks in all areas on at least a fortnightly basis to ensure that all areas have the required level of equipment at all times.
- Oversee stock control and inventory of all resources in all subject areas, liaising with SLs and HOD when additional stock is required.
- Act as a member of the Technician Team servicing all workshops and classrooms, including provision of apparatus, equipment, books, paper, and other equipment and ensure that resources are cleared in a timely manner.
- Where required, prepare all equipment for practical lessons throughout the department under the direction of the SLs and HOD.
- Be personally committed to a philosophy of continuous improvement in relation to the whole academy policy as well as in team roles and areas of responsibility.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.



- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.
- To promote a flexible approach to meet the changing needs of the Academy.
- To ensure that teaching and other staff receive adequate support to meet educational and operational objectives.

Academy Responsibilities

In addition to the specific responsibilities of this post, every member of staff at the Academy will commit to:

- Using their influence with other staff and students to promote high standards of behaviour and order within the Academy.
- Working to maintain the Academy at the forefront of educational practice.
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Academy's operation.
- Promote the safeguarding of all students.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Have a practical background, with appropriate licences/qualifications.	E	A
A good standard of literacy and numeracy skills (no specific qualification required).	E	A
Willingness to participate in any training and development opportunities offered by the Academy.	E	A
Completed apprenticeship or similar practical experience.	D	A
Knowledge & Understanding		
Understanding of the needs of a department delivering practical subjects in a busy Academy.	E	A/I
A good knowledge of Health & Safety and how that relates to a practical school environment.	E	A/I
Understanding of good customer care practices and how they relate to working with students, staff, parents, visitors and other contacts internal and external to the Academy.	E	A/I
Skills & Abilities		
Ability to use own initiative to prioritise and organise conflicting ongoing and immediate demands in a pressurised environment.	E	A/I
Effective oral and written communication skills.	E	A/I
Good ICT skills, and the ability to use a range of ICT packages, including Microsoft Office suite and any design-based experience (CAD/CAM).	E	A/I
Ability to work as part of a team and build effective relationships with colleagues across the Academy.	E	A/I
Ability to relate to young people and to establish and maintain appropriate boundaries with students of all ages.	E	A/I
Ability to work without direct supervision and to use own initiative to solve problems.	E	A/I
Ability to lift and carry relevant materials.	E	A/I
Ability to adapt to change and the introduction of new working practices.	D	A/I



Experience

Experience of working with a variety of practical materials and associated equipment.	E	A/I
Experience of ordering materials and record keeping/stock control/auditing.	E	A/I
Experience of dealing with a wide variety of people in a fast-paced, customer-focused environment.	E	A/I
Experience of working in a school environment.	D	A

Personal Commitment

Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A
Own performance management and to continued, relevant professional development.	E	A/I

Assessment methods

A – Application
R – References

I – Interview

T – Task/Activity

L – Lesson Observation



Thomas Deacon Academy