



# Alameda Middle School

Ambitious ■ Motivated ■ Confident to Soar

*“Staff feel valued and respected by senior leaders and are very positive about working in the school”  
Ofsted 2023*

## Vacancy DT & Art Technician



NJC 2d Points 4-6

£25,185 > £25,989 FTE

£17,859 > £18,429 Actual pay

Working 30hrs per week Monday to Friday 08:20 > 15:20  
(1 hour unpaid break) Term time only plus 5 training days

**Ofsted: Good School October 2023**



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Dear Applicant,

Thank you for your interest in the position of DT & Art Technician. We hope that the information you receive will help and inform your application.

We seek someone with superb communication skills who is committed to excellence and improving the social and academic outcomes of pupils.

Alameda is a popular, oversubscribed middle school that serves the community of Ampthill and the surrounding areas. Set in picturesque surroundings, the school has excellent facilities which offer an inspiring learning environment.

The school was inspected by Ofsted in October 2023, and Alameda continues to be a good school.

*“Senior Leaders combine a strong drive for improvement with a caring and compassionate approach. Staff, trustees and most parents agree that the school is improving rapidly”*

*“Pupils at Alameda Middle School know that their teachers want them to do well. They understand that expectations of them are higher than previously. They work hard and do their best”.*

*“Pupils with special educational needs and/or disabilities (SEND) are included fully in school life supported by skilled adults”*

*“Behaviour in lessons and around the school is calm and orderly”*

*“Pupils are friendly, tolerant, and respectful towards each other”*

*“Provision for personal development is a significant strength”.*

Teaching and learning are at the heart of what we do. We want our children to enjoy coming to school, secure in the knowledge that they will be safe, happy, well-taught, and inspired to achieve. We have four main aims:

1. To achieve our best in everything that we do.
2. To engage with the school's values.
3. To establish collaboration and community.
4. To prepare young people for the future.

This translates into a school with high academic expectations, where each individual student is encouraged and supported to excel. We want our students to develop into well-rounded individuals, who embrace new opportunities and are prepared and ready to take on the challenge of upper school.

Along with this letter, please find:

- Background Information about the school.
- Personnel Specification and Job Description.

I hope this information will encourage you to apply. Applications can be submitted via our website, [www.alamedamiddleschool.org.uk](http://www.alamedamiddleschool.org.uk) If you would like any further information about this post or to arrange a visit to the school, please contact Catherine Tilley in the first instance, [ctilley@alamedamiddleschool.org.uk](mailto:ctilley@alamedamiddleschool.org.uk)

Yours sincerely

Mrs J Ross  
**Headteacher**



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## Contextual Information

### History

Alameda is a large and oversubscribed single-academy trust. Pupils are aged between 9 and 13 (years 5-8). Most pupils who attend come from the immediate local area of Ampthill and Maulden, although some come from further away in Bedfordshire. We have three main feeder lower schools, and most pupils transition to Redborne Upper School.

Alameda is part of the Redborne Schools Partnership, with Redborne Upper, Woodland Middle, The Firs, Russell, Maulden, Flitwick, Kingsmoor and Templefield Lower Schools. We are lucky to have strong relationships with the schools in our area. We also have strong links with the local teaching schools.

### Pupils and Admissions

At present, the school roll is over 720. The school has a much smaller than average proportion of pupils entitled to free school meals. Pupil attendance is good, and above the national average.

### Site

Set on a large site close to Ampthill Park, Alameda is bordered by a site of special scientific interest and the Alameda walkway. Classrooms are spread around the main block, with an additional block of six classrooms. There are two well equipped ICT rooms, and all classrooms have internet access and interactive whiteboards linked to a PC. There is a well-stocked library, a sports hall and a large music suite.

### Staffing

The school has a leadership team consisting of a Headteacher, three Assistant Headteachers and a Business Manager. As middle leaders we have Heads of Year and Heads of Department. There are over 50 teaching staff and teaching assistants, a family support officer, pastoral support in key stage 2 and key stage 3, a full-time ELSA, 2 cover supervisors, a librarian, an IT technician, 13 assistants in finance/admin/science/tech, a site agent and assistant site agent. We are firmly committed to developing the skills of all our staff.





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## Alameda Middle School Job Description

**TITLE:** Design Technology and Art Technician

**RESPONSIBLE TO:** Headteacher

### MAIN JOB PURPOSE

To work across both departments to assist teaching staff in providing a thriving and safe atmosphere for pupils. In addition, provide technical support through the preparation of tools, equipment, and materials for lessons. The position forms a central part of the work of the department, and they will work closely with teaching staff to support, develop, and further extend the work of the department and the experiences of the pupils.

### KEY TASKS

- To maintain an organised, clean, and efficient working environment, identifying where resources are located.
- To prepare a range of materials for teaching purposes.
- To prepare and organise the storage of resources.
- To check and maintain equipment and working environment in accordance with manufacturers' schedules and other relevant guidance, contacting service companies and reporting any damaged or faulty equipment. Keeping appropriate records.
- To support maintaining health and safety throughout the departments.
- To monitor, manage, maintain, and order stock and resources.
- To support lessons as required throughout the departments.
- To provide technical advice to other team members.
- To prioritise own workload.

### Support for pupils

- Under the guidance of the teacher, use specialist skills, training, and experience to support pupils in practical learning activities.
- Advise and assist pupils in carrying out complex individual practical activities under the close supervision of the teacher.
- Under the supervision/guidance of the teacher, assist with teaching the lesson, helping specific pupils or small groups.



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## Support for the teacher

- Create and maintain a purposeful, orderly, clean and productive working environment that complies with Health and Safety regulations. Report any health and safety issues to the relevant personnel in accordance with school policy
- Ensure timely and accurate preparation of resources, specialist equipment and materials as required by staff for a quick and efficient start and end to lessons
- Help the teacher to ensure equal opportunities for all pupils
- Provide technical advice and support on health and safety issues
- Assist in practical lessons, overseeing individual pupils as directed by the teacher, ensuring pupils operate machinery safely, obeying the health and safety rules at all times
- Support the teacher in maintaining high standards of behaviour for health and safety reasons, reporting any inappropriate behaviour to the teacher
- Ensure the safe storage of equipment, apparatus and materials
- Maintaining workshops classrooms and storage rooms in a safe manner, in accordance with departmental policy
- Maintaining and issuing machinery, tools, and equipment appropriately
- Provision of occasional advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of machinery and equipment
- Undertake clerical and administrative tasks relevant to the departments.
- Contribute to the planning, development, and organisation of systems, policies, and procedures
- Designing and making prototype models, teaching aids, and tools
- Clean and maintain the equipment and machines

## Support for the curriculum

- To monitor, manage and order stock and supplies
- Catalogue resources and carry out any audits as required
- To maintain the safe and efficient storage of equipment and resources within the storage and working areas
- To complete daily/weekly/monthly inspections of equipment as dictated by their frequency of use.
- Assist members of staff in the safe and effective use of specialist equipment
- Assist in the preparation of displays throughout the departments and related displays around the school.

## Support for the school

- Contribute to the overall vision and aims of the school
- Model the school values
- Attend and participate in meetings and training as required
- Participate in training and other learning opportunities including the school's appraisal programme



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## Person Specification: DT & Art Technician

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Good standard of English and maths	First aid certificate.  Art or design-based degree or relevant experience
<b>Experience</b>		Experience of a similar post in a school
<b>Knowledge</b>	Willingness to learn.	Knowledge of the organisation and administration aims, and objectives of the school.  Knowledge of, or willingness to learn, applications of new technology in D&T workshops.
<b>Skills and Attributes</b>	<p>Ability to be self-motivated, and a team player</p> <p>Proactive: identify jobs that need to be done.</p> <p>Ability to communicate effectively with pupils and persons at all levels.</p> <p>Ability to propose ideas for improvement within the department.</p> <p>Ability to work independently</p>	<p>Ability to provide basic first aid treatment for minor workshop injuries.</p> <p>Ability to use Excel sheets.</p> <p>Ability to construct teaching aids</p> <p>Ability to maintain stock levels and keep accurate records.</p> <p>Confidence in using ICT to enhance learning within the classroom</p>
<b>Motivation</b>	Willingness to undertake appropriate further training. Including First Aid.	First Aid Certificate