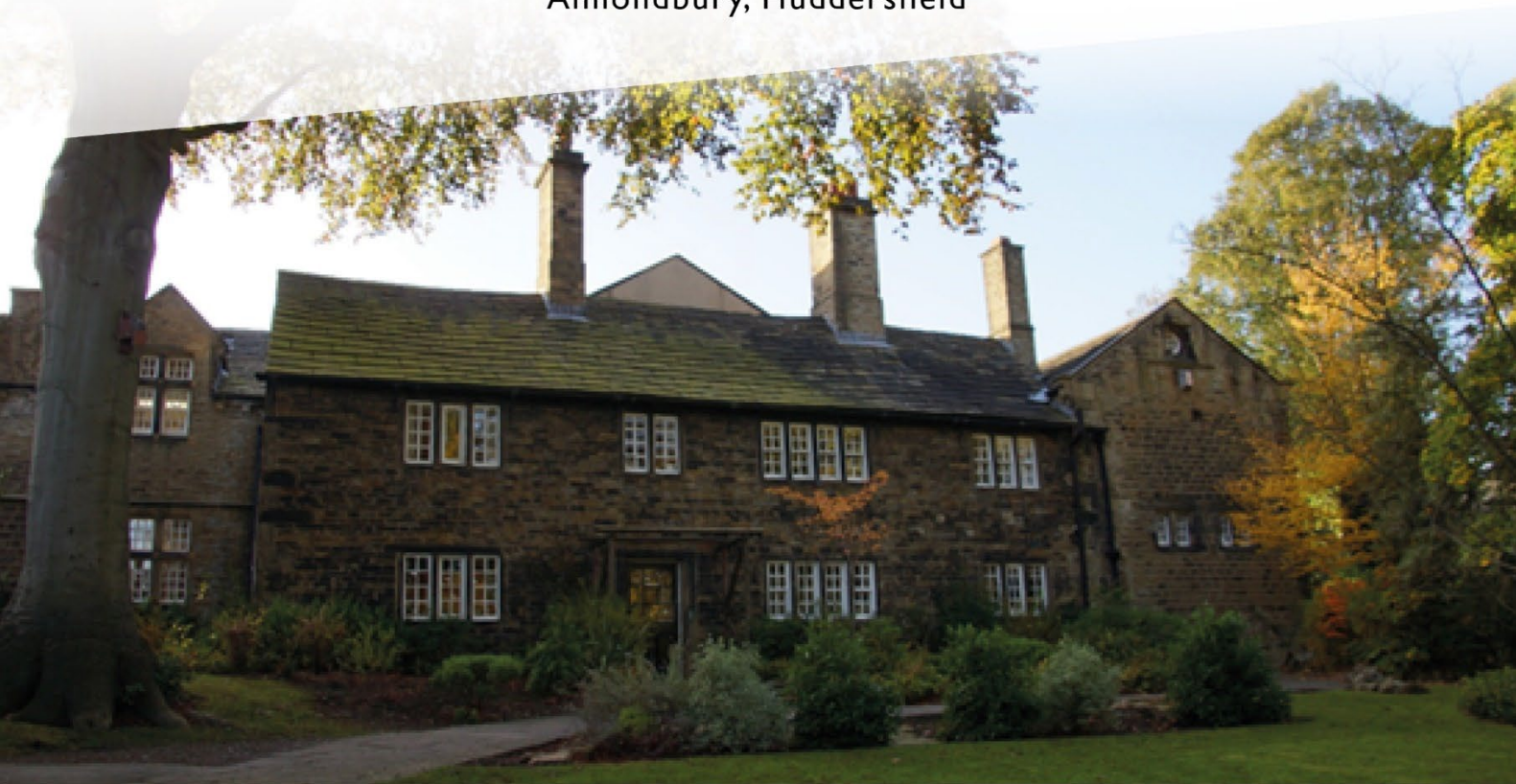


King James's School

Almondbury, Huddersfield



Design and Technology Technician

Applicant Information Pack

St Helen's Gate
Almondbury, Huddersfield, HD4 6SG
01484 412990

Welcome to King James's School

Thank you for taking an interest in joining our school. King James's School is an extremely popular and successful 11-16 mixed comprehensive, serving south-eastern Huddersfield and surrounding villages.

The essence of our school is built around three Hs:

- our distinguished **History**;
- our **Holistic provision**, which develops students both academically and pastorally;
- our **High expectations** and **aspirations**.

Our ethos, summarised in the King James's Way, demands the best from everyone through key values:

- Kindness and compassion
- Inclusion and tolerance
- Nurture and innovation
- Greatness and aspiration

We pride ourselves on being a superb staff team who are highly professional. We all have a passion for learning and are committed to inspire and support all our students to be successful and to develop into confident young adults ready for life after King James's School.

We are committed to safeguarding our students and this is evident in our recruitment processes. We ask all applicants to provide us with two references, which will be obtained prior to any interview. In addition to this, we will also carry out online searches for all shortlisted candidates as part of our due diligence. Any successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

I really hope that once you have read through this information pack that you apply to join our team. Please note the deadline an application is 08:00 on Wednesday 23 September. If you have any queries please contact my PA, Tracey Brook, via email staff.tbroom@kingjames.school.

Meet the Senior Team

Ben Streets – Principal			
Rebecca Walton – Vice Principal: Safeguarding, Behaviour & Attendance		David Sabbagh – Vice Principal: Inclusion and Curriculum	
Kirsty Roden – Director of Finance and Operations		Stephen McNamara – Senior Assistant Principal: Assessment, Outcomes and Communication	
Abbi Terry – Assistant Principal: Personal Development		Josh Higginson – Assistant Principal: Teaching & Learning and Literacy	
James Charlesworth – Senior Leader: Intervention and Feedback		Daniel Burnside – Associate Assistant Principal: Teaching & Learning	
Laura Kington – Associate Assistant Principal: Teaching & Learning		Mark Crossley – Associate Assistant Principal: Timetable and Pathways	

Our Ethos and Values—The King James's Way

**At King James's School
we value:**

Kindness and Compassion

Inclusion and Tolerance

Nurture and Innovation

Greatness and Aspiration

**and we make a commitment to be a
community which promotes:**

Joining together and helping each other

Academic challenge and opportunities

Mutual respect and shared responsibility

Engaging and enriching curriculum

Safe and secure learning environment

Strong belief in the wellbeing of everyone in
school

KING JAMES'S SCHOOL VALUES

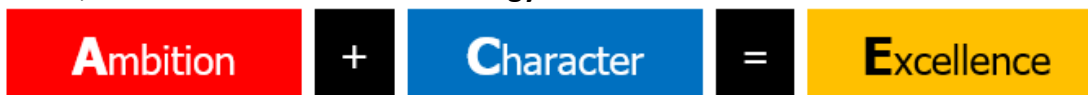


A SCHOOL FOR OUR COMMUNITY



Our Culture - ACE

Recent times have provided significant challenges for students. The fallout from the pandemic stretches far beyond lost learning. The very fabric of what students are used to, and their confidence in the structures on which they routinely depend, has been severely shaken, leading to significant impact on emotional wellbeing. In order to address these emotional and learning deficits, we have devised our **ACE strategy**.



Ambition

By providing high-quality experience/opportunity for all, we aim to create an environment in which all students are encouraged to “think big” in order to raise the level of ambition and establish a schoolwide sense of “why not me?”

Character

Also, in setting clear standards/routines/behaviour norms expected of all students (and staff) around school during lessons/social times, we aim to make explicit “how we do things around here” in order to raise standards in a fair and supportive way.



This vision will be achieved through the delivery of our *Ambition and Character curriculums*.

Ambition – provide high-quality experience/opportunity for all:

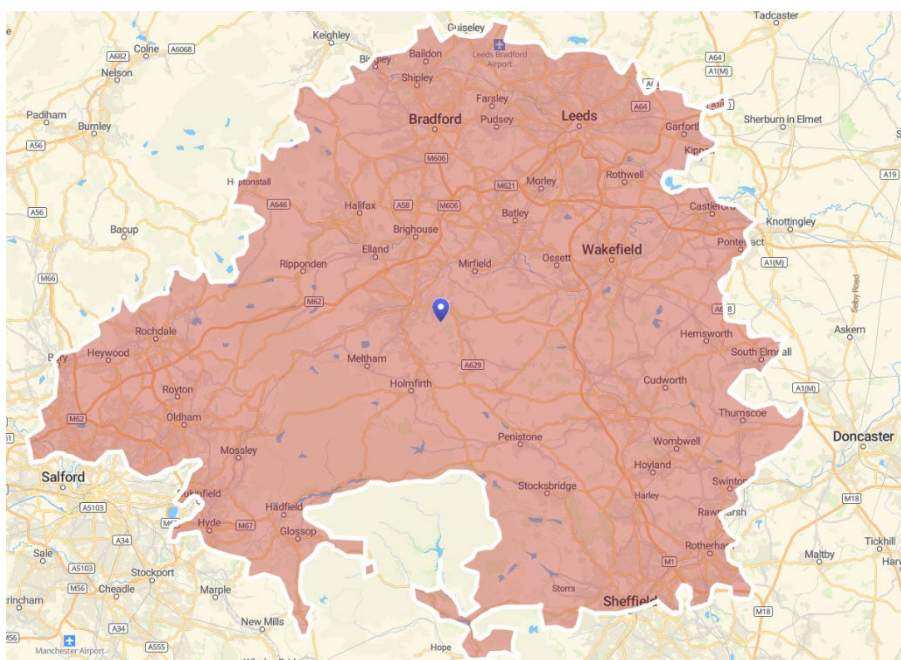
1. Create an environment in which all students are encouraged to **‘think big’**, establishing a schoolwide sense of **‘why not me’**
2. Expose students to **new experiences** in a variety of contexts
3. Provide students with opportunities which will enable them to become **future leaders**
4. Encourage reflection upon options for **life after King James’s** and setting themselves aspirational goals which match their potential

Character – establish clear standards/routines/behaviour norms expected of all (staff and students) around school during lessons/social times:

1. Reflect our core values and ethos, so all stakeholders are clear as to **‘how we do things around here.’**
2. Outline the offer we provide to each of our key stakeholders in order to deliver our expectations, routines and the **King James’s Way**.
3. Set out the standards, routines, behaviour and character **‘norms’ we expect of all** our staff and students inside and outside of the classroom.
4. **Set out the standards and routines we expect** from the school community during social times i.e. break and lunches.

Our Community and Location

Our school is situated approximately 2 miles from the centre of Huddersfield, in a semi-rural position overlooking the Farnley Valley, serving a suburban area and a scatter of villages to the east and south of Huddersfield. We are in an excellent location within easy access to a number of places. This map shows all areas within a 45-minute commute of our school.



Our intake comes predominantly from the priority admission area of Almondbury, Grange Moor, Kirkheaton and Lepton.

We play an important role in our local community from year group charity efforts to promoting local initiatives.



Our School in Numbers

Type of School	Converter Academy
Age Range	11 - 16
Number of Students	1065
Number of Staff	113
Percentage of students eligible for Pupil Premium	30%
Percentage of students who are children looked after	1%
Percentage of students who require SEND Support	15%
Percentage of students who have an EHCP	2%
Percentage of students with English as an Additional Language	7%
Last Ofsted report	February 2025 'Good'



Floreat Schola – May the School Flourish

Why Choose King James's School?

There are many benefits to working at our school including:

Pay

- Terms and conditions of employment and salaries at least match national pay and conditions within the education sector.
- Our approach to sick pay and maternity/paternity leave meet or exceed national standards.
- Auto-enrolment into a generous pension scheme – helping you plan for the future

Flexible working

- Term-time only, part-time and other flexible working patterns are available for a significant proportion of roles.

PPA

- A minimum of 12½ % PPA for teaching staff - giving you more time for planning and marking

Refreshments

- Complementary refreshments for those attending evening events
- Breaktime refreshments on INSET days
- Access to a canteen

Wellbeing

- Up to 3 days paid leave for emergency and life events

Health

- Onsite counselling service – free and confidential
- Free flu vaccines – helping you to try and stay well
- Free eye tests and contribution to your glasses (*if this is appropriate*)

Finance

- Access to discount sites through *vivup* – making your money go further
- Parking
- Free onsite parking, with some chargeable car charging ports

What do our staff say about working at KJS?

It is a superb school with so many positive things going for it

The staff are amazing

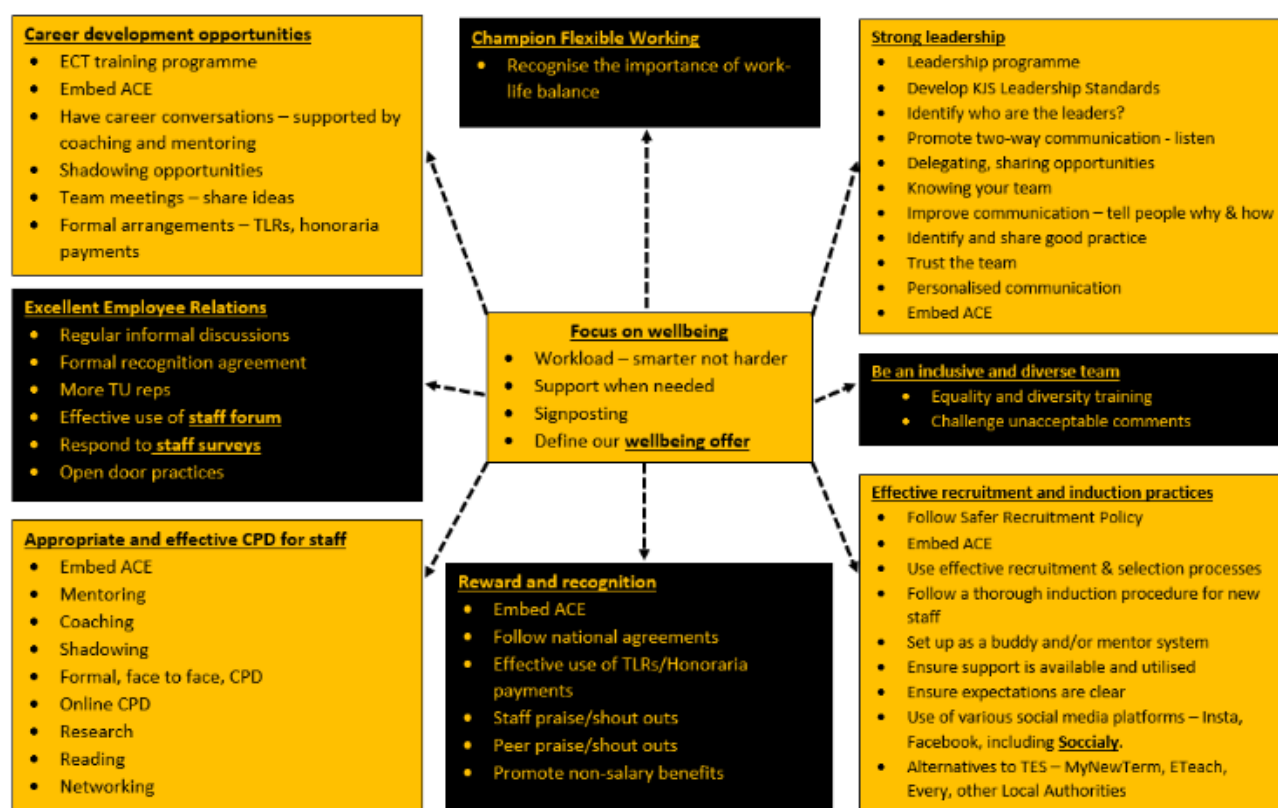
CPD is available on a wide range of topics to undertake as and when needed

A lovely environment to work in

King James's School – A Great Place to Work



What You Can Expect from KJS



Our Team

Our staff really make our school a special place to work and learn. We value the contribution of each and every individual in school who help us to provide our students with a safe and stimulating learning environment.

We currently have approximately 113 members of staff. We also regularly have student teachers in school, training with our partner organisations such as C&K SCITT and Manchester Nexus SCITT; all of these people play an important role in our success.



We are split into 8 faculties; Business and Computing, Design and Technology, English, Humanities, Maths, Modern Foreign Languages, Performance and Science. We work hard to share best practice within our teams and to provide opportunities for staff to grow and develop whatever their role or career aspirations.

Our Curriculum and Pastoral System

We have a three-year KS3 which provides a broad and balanced curriculum for all our students. All students take courses in English, Mathematics, Science, Art, Design Technology (including Food and Textile Technology), French, Spanish, History, Geography, Religious Education, Music, Drama, Physical Education, Integrated Studies (personal, social and citizenship education) and Computing.

Students at KS4 will typically be entered for up to 9 GCSEs depending on their 'pathway'.

All students follow GCSE courses in English Language, English Literature, Mathematics and Science. The Science course is worth 2 GCSEs.

Students who have demonstrated flair and aptitude in Science also have the opportunity to take Science as an option, allowing them to gain individual GCSE qualifications in Physics, Chemistry and Biology.

Students choose further subjects from a range of other GCSE or vocational courses. Some students may require a more personalised learning and may follow fewer subjects dependant on their personalised needs. The full set of courses currently offered this academic year at KS4 are:

- Art (Fine Art, Textiles, Graphics)
- Business Studies
- Computer Science
- Food Nutrition
- Geography
- History
- *Health and Social Care*
- *Creative iMedia*
- Modern Foreign Languages (French, Spanish)
- Music
- PE
- *Performing Arts (Drama)*
- Science (Triple)
- Statistics

In addition to the above examination courses, all students follow non-examinable courses in Physical Education, Personal and Social Education, Careers and Religious Education.

As a school we offer a wide variety of extra-curricular activities and some of these are designed to support our students in their studies.

At King James's School we provide a strong network of pastoral care with the core purpose of ensuring that students feel happy, safe and able to achieve. The fostering of respectful relationships between students, their peers and staff allows everyone to feel a sense of pride in their school community and how it develops.

Student support begins with the form tutors who provide the all-important daily contact with the students. They monitor attendance, punctuality and behaviour and generally ensure students are happy and progressing. They are the first point of contact for parents.



Floreat Schola – May the School Flourish

Job Advert

Grade 6 – £14,767 increasing to £15,740 with service
22.5 hours per week, term time plus two weeks

The role

We are seeking to appoint someone to join our team as a Design and Technology Technician. We are looking for a motivated and creative individual to support the Design and Technology team. This is a part-time position, working 22.5 hours per week, during term time, plus INSET days and one additional week during the school holidays on dates to be agreed. You will be required to work 7.5 hours each day from Monday to Wednesday.

Us

At King James's School, we are ambitious for the very best outcomes for every one of our students, and we believe that education is more than just examinations and lessons. Our school focuses on providing a holistic experience that inspires curiosity, builds confidence and character in our young people and prepares them for their future by giving them strong foundations and happy memories.

We are a community-focused school built on respect, inclusion and the belief in valuing and developing people. We had a highly successful Ofsted in 2025 that highlighted we are a very good school that should now strive to be a great school, that is our ambition in all senses. This is an opportunity to be part of our school.

You

To succeed in this role, you will need excellent organisational and communication skills, enabling you to interact confidently with staff and students on a daily basis. Your role will involve supporting the faculty by ensuring all necessary resources are prepared and available for lessons. You will support students in lessons as needed.

You will be proactive, enthusiastic, and adaptable, with the ability to use your initiative and respond effectively to changing priorities. Maintaining a professional manner and presenting a positive image at all times will be essential.

Safeguarding

All applicants will be required to provide two references, which will be obtained prior to interview. As part of our safer recruitment processes, online searches will also be carried out on shortlisted candidates.

The successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) check. This role involves direct contact with children and is therefore classified as regulated activity. In line with this, the post is exempt from the Rehabilitation of Offenders Act 1974, and candidates are required to disclose any relevant criminal convictions.

This role is exempt from the Rehabilitation of Offenders Act 1974, so most criminal convictions must be disclosed to us.

Salary

This post is paid at Grade 6, spinal column points 7-11. You will be paid for 46.3 weeks per year, which is the equivalent of term time plus two weeks. The starting salary is £14,767 increasing to £15,740.

Applications

Completed applications must be submitted by **8:00 on Wednesday 23 September 2026.**

Floreat Schola – May the School Flourish

Information About the Faculty

Staffing

Michelle Williams	Head of Faculty (Food)
Alice Parkin	Design and Technology Teacher (Textiles)
Chloe Smith	Design and Technology Teacher (Art)
Kat Weeks	Design and Technology Teacher (Resistant Materials)
Jo Broadbent	Design and Technology Technician

The faculty currently consists of four highly skilled full-time teachers and a part-time Technician.

Accommodation

The Design and Technology department has six specialist teaching rooms. Rooms have Interactive Whiteboards or display screens. The department has:

- 2 Resistant Materials workshops
- 1 Graphics room with 24 computers
- 1 Art room
- 1 Food Technology room
- 1 Textiles room

Key Stage 3

In year 7 and 8 students experience Design and Technology as part of a carousel. They have between 9 and 10 weeks in each material area of food, art, textiles and resistant materials/graphics where they can design and make a range of outcomes. Yr9 have moved to a foundation approach in Sept 25 where they will experience some of the key themes from KS4 courses that the faculty offers, so they can make informed option choices. They have 2 lessons per fortnight for the year.

Key Stage 4

At KS4 Design and Technology subjects are popular with our students. They can choose from a wide range of subjects – Art, Textiles, Graphics, Photography, Food Preparation and Nutrition and 3D Design Technology.

The Design Technology department follows the AQA exam board at KS4 for all GCSE's offered.

GCSE Results

The results achieved over the last four years in the various Design and Technology subjects are some of the strongest in the school. We have very high expectations across the faculty and this is reflected within our outcomes at KS4. There is support widely available to students from the faculty staff and interventions are key to the structure that is offered.

The Faculty

We are a very supportive team who work well together. We are each expert in our subject specialisms and keep up to date with changes in the curriculum and the

wider world of work. We all offer additional enrichment opportunities for our students during lunchtimes and afterschool to ensure all students can achieve their full potential.

We value new ideas and have an open-door policy throughout the faculty.



Job Description

Purpose of post

To provide support to the Design and Technology faculty, including the preparation of materials and resources, setting up, and supporting with, practical lessons, operating specialist equipment and ensuring the faculty area is well maintained.

Key areas of responsibility

- Learning support
- Health and safety
- Administration and general duties
- Continuous Professional Development
- Safeguarding
- General

Duties & Responsibilities

Learning support

- Work with the class teacher, to ensure all lessons are adequately resourced and any necessary preparation of materials and resources is carried out
- Provide advice and guidance to staff and students in issues relating to design and technology
- Ensure the faculty area, including any storage space, is clean, tidy and adequately resourced at all times.
- To support in lessons and extra-curricular activities, as and when needed by the class teacher or Head of Faculty
- Along with the class teacher, demonstrate the safe use of equipment to students
- Support students in the use of specialist equipment to allow them to complete their work
- Maintain knowledge of design and technology developments to enable support to be given as and when needed

Health and Safety

- Ensure health and safety procedures are followed at all times
- Support staff and students to adhere to the health and safety procedures which are in place
- Ensure equipment and resources are safely stored and secured at all times
- Maintain equipment, raising any concerns with the Head of Faculty
- Carry out regular health and safety checks on equipment, ensure appropriate records are maintained, raising any concerns with the Head of Faculty
- Contribute to any risk assessments and safe working practices in the faculty area
- Complete any health and safety training which is considered necessary
- Act as a first aider within school

Administration and general duties

- Monitor stock levels within the faculty and place orders as needed
- Attend, and participate in, team meetings as needed
- Carry out general administrative tasks
- Ensure all equipment is cleaned and stored after use
- Maintain faculty displays
- Support the class teacher with practical examination and moderation activities

Working with Staff and students

- Ensure effective communication at all levels
- Establish good relationships with staff across the school
- Working with class teachers, help to engage students with the subjects offered by the faculty
- Share skills and expertise with staff and students

Continuous Personal Development

- Ensure all relevant training is current
- Attend training to enhance knowledge and skills

Safeguarding

- Ensure that the school safeguarding and child protection procedures are followed
- As part of your wider duties and responsibilities you are required to promote and actively support the School'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. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

General

- Take an appropriate role in the life of the school supporting its distinctive ethos and values and actively promoting our policies and practices.
- Carry out any reasonable task as requested
- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications.

Responsible to: Head of Faculty – Design and Technology

Person Specification

Requirement	Essential	Desirable
Qualifications and Experience		
Experience in a design and technology discipline, either in employment or for leisure	✓	
Experience of working under own initiative and as part of a team	✓	
First aid qualification		✓
Experience in multiple design and technology disciplines, either in employment or for leisure		✓
Experience of working with children aged 11-16 in a school environment		✓
Experience of maintain equipment		✓
Administrative experience		✓
General and specialist knowledge		
Knowledge of health and safety, specifically in relation to design and technology	✓	
Good ICT and literacy skills	✓	
Communication skills		
Ability to communicate effectively with students and staff	✓	
Understanding of and commitment to Equal Opportunities and how this relates to the duties of the post	✓	
Ability to build respectful and appropriate relationships with a variety of stakeholders	✓	

Requirement	Essential	Desirable
Time management		
Resilience – the ability to manage a varied workload and meet deadlines	✓	
Ability to work under time pressure	✓	
Ability to demonstrate flexibility to meet the needs of the school	✓	
Personal Attributes		
Responsive to change	✓	
Committed to continued professional development and self-evaluation	✓	
Wider school		
Committed to safeguarding the welfare of students	✓	
Committed to equality	✓	
Willingness to be involved in the wider life of the school	✓	