

Technology Technician

Candidate Information Pack



CANDIDATE INFORMATION PACK



Kenton School, Drayton Road,
Newcastle upon Tyne, NE3 3RU



Studio West, West Denton Way,
Newcastle upon Tyne, NE5 2SZ



INTRODUCTION

From the Chief Executive Officer

Dear Applicant

Studio West is an exciting studio school, which opened in September 2014. As part of Northern Leaders Trust, Studio West cater for around 550 students aged between 11 and 19 with student numbers increasing year on year. We are expected to reach 650 at full capacity. Rated “Good” by Ofsted, Studio West offers students an innovative and bespoke curriculum with an emphasis on employability and life skills. We have close working relationships with our business partners and our mission is to make sure that every student who leaves Studio West, does so with a university place, an apprenticeship or employment.

We are currently seeking applications for the role of Technology Technician, to support within our multi-skilled department team in the setting up and dismantling of equipment and resources, ordering and maintaining stocks and supplies and where necessary supporting in practical Technology and Construction lessons.

We are seeking candidates with excellent interpersonal skills with the ability to work well with both children and adults. A knowledge of health and safety with the ability to carry out risk assessments is essential.

Whilst the role will involve supporting all Technology lessons, a large proportion of working time will be spent working within Resistant Materials and Construction, therefore a relevant qualification and/or experience working in either discipline would be desirable.

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you.

In return we can offer you,

- Access to the Local Government Pension Scheme.
- Salary sacrifice schemes such as cycle to work and car leasing scheme (NHS Fleet Solutions)
- Access to free gym facilities on our Kenton School site.
- Access to a range of health and wellbeing initiatives.
- The opportunity to work in a fantastically resourced school with easy commuting access to both the A1 and A19, in a supportive team committed to the development of all our staff.

Yours Sincerely
Lee Kirtley

Technician (Technology)

Job Description



Job Purpose

To support the smooth running of Technology, Graphics, Art, Food and Engineering departments. Preparing teaching resources, maintaining equipment and the teaching environment to a high standard, and supporting the teachers in lessons, all of which enhances the learning experience for students.

Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Key Accountabilities

- a) To support the work of Technology, Graphics, Art, Food and Engineering departments primarily by ensuring that the resource and materials requirements of the department are effectively met
- b) To support students and teaching staff when doing practical tasks
- c) Prepare materials, equipment and resources for lessons
- d) Administrative tasks e.g. filing, photocopying and laminating
- e) To organise any repair and maintenance of equipment, including tool sharpening ensuring all equipment is maintained in a good working order
- f) To prepare departmental resources where it is appropriate and cost-effective to do so.
- g) In liaison with the curriculum leaders undertake the necessary ordering of items of stock, checking deliveries and ensuring suitable storage and stock.
- h) To undertake routine maintenance of workshop equipment and to maintain all equipment and utensils in good working condition.
- i) To ensure that equipment and working areas are kept in clean and tidy order, specifically after lessons
- j) To provide technical support during lessons, including individual or small group pupil support where appropriate.
- k) To have particular regard to health and safety matters in accordance with school policy and statutory requirements.
- l) To check and empty extraction systems on a regular basis
- m) Prepare materials and ingredients as required by the subject teacher prior to lessons
- n) Ensure hand tools are kept in optimum condition and stored correctly
- o) Regularly maintain the equipment and tools in the workshop and classroom areas
- p) Keep all classrooms organised and free from hazards
- q) To utilise CAM machinery to support teachers in producing student work.
- r) Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding, child protection and promotion of wellbeing of children and young people. Take appropriate action where required.
- s) Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

Job Description

Main Duties

t) To be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person and ensuring that accurate records are maintained.

Teaching Aids and Resource Materials, to include:

- a) preparation and setting out of equipment, materials and other resources for practical lessons in an orderly and presentable manner, in accordance with Department/School risk assessments;
- b) preparation of specific resources from a number of components for practical use;
- c) checking items for class use in order to ensure that they are functional and sufficient in quantity;
- d) checking that the above items are returned for each class;
- e) constructing simple equipment/apparatus;
- f) care and appropriate handling of resources.

Care, Maintenance and Repair of Equipment, to include:

- a) visual checking and routine cleaning/care of equipment;
- b) returning equipment to storage as soon as practicable;
- c) undertake safety checks (e.g. portable appliance electrical testing) and keeping of appropriate records;
- d) undertaking simple repairs;
- e) advising line manager if more substantial repair or maintenance has to be carried out.

Control, Storage and Disposal of Materials, to include:

- a) maintaining stock levels and advising line manager of items and quantities required;
- b) ensuring safe and secure storage of materials;
- c) safe disposal of waste materials.


Care and Maintenance of Teaching Environment, to include:

- a) general tidying of equipment, materials and other resources within all teaching and preparatory rooms;
- b) keeping cupboards stocked, tidy and labelled.

Display and Demonstration Work, to include:

- a) setting up equipment/apparatus and materials for demonstrations as requested;
- b) checking that the above is functioning correctly.

Liaison with Teaching Staff, to include:

- a) advice to teachers on the safe and effective use of equipment/apparatus and materials;
 - b) advice on the availability of equipment, materials and other resources;
 - c) notify line manager of any ways in which efficiency and safety could be improved;
 - d) to work as a member of a Technical Team with regards to the educational aims of the department and school.
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Technician (Technology)

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1. Level 2 qualification (GCSE 4 or above (formerly A*-C or equivalent)
2. Knowledge of health and safety legislation including COSHH and regulations in relation to the safe handling and storage of chemicals and usage of hazardous equipment.
3. Effective ICT skills.
4. Ability to work on own initiative and respond effectively and professionally to difficult situations.
5. Effective organisational and prioritisation skills.
6. Flexible approach to work with the ability to work effectively as part of a team.
7. Effective written communication skills.
8. Knowledge of workshop machinery usage and maintenance

Desirable

1. A level 3 qualification (A-Level) or above in a Science subject or relevant laboratory technician qualification.
2. Experience working in a school or educational setting.

Part B: Assessment Stage

1. Effective oral communication skills with the ability to relate well to children and adults.
2. Ability to prepare and maintain equipment and materials for lessons.
3. Ability to identify work priorities and manage own workload within agreed parameters.
4. Ability to maintain accurate work records and databases.
5. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
 - a) motivation to work with children and young people
 - b) ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - a) emotional resilience in working with challenging behaviours
 - b) attitude to use of authority and maintaining discipline.
6. No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Person Specification

Assessment/Selection Methods

Interview

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service*
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Children's Barred List Check*
- 4 DfE Prohibition List Check including GTCE Check
- 5 Confirmation of Qualifications and Qualified Teacher Status, including confirmation of professional status from relevant professional regulatory body for teachers who have worked overseas.
- 6 Medical clearance
- 7 Identify and Right to work in the UK check
- 8 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process



A-Level Results Day

An increasing number of students spend 7 years at Kenton, going onto a variety of destinations at the end of Year 13. This year we were delighted that students have gone on to study Medicine at Cambridge and History and Physics at Durham as well as Film & TV at the University of Bristol.

About our School

Studio West,
West Denton Way,
Newcastle upon Tyne
NE5 2SZ



Studio West opened in 2014 as a 13 to 19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7.

The school now has around 550 students with a PAN of 90.

The ethos of Studio West is enshrined in 'Learning that connects.' The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as 'Good' by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.



For further information, please visit our website
www.sw.northernleadertrust.org

About our Schools

Kenton School



Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve.

With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.

Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.



For further information, please visit our website
www.northernleadertrust.org

About our Trust

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.'

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School

'All Different, All Equal.'

Studio West

'Learning that connects.'

Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

TRUST SHARED VALUES

Shared Expectations – The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

Leadership – Leaders help themselves and others to do the right thing. We firmly believe that all students and staff within our Trust are leaders.

Excellence – We are a Trust that strives to achieve excellence in academic, sporting and artistic pursuits.

Integrity – We are honest and driven by a clear moral purpose. Acting with integrity means we strive to do the right thing at all times.

Kindness – We value being kind to one another, using our manners and being considerate of each other's feelings.

Inclusivity – All students are welcomed into our classrooms and their uniqueness is celebrated. We have high aspirations for all students: no groups or individuals will be left behind.

Humility – We are humble in both success and failure. We acknowledge that our successes are achieved through the hard work of our students, parents, teachers and community.

Together – We believe that the Trust is stronger together and that collaboration is always more effective than competition.

Reflectiveness – We value reflection as a way to achieve improvement. We believe in inspiring all our learners to question, research, engage and therefore thrive,

Additional Information for Applicants

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Terms and Conditions

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions.

Working Hours

The working hours for this post are 37 hours per week. Normal working hours are Monday to Thursday 8.00 am to 4.00 pm and on Fridays 8.00 am to 3.30 pm with a 30-minute unpaid lunch break each day. The post is term time only which equates to 38 working weeks per year. In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into ‘twilight’ evening sessions).

Pay and Grading

The grade of the post is N4, which covers local government pay spine point range 5 - 8 with current corresponding full time annual salary of £26,403 to £27,254 pa

The actual salary for this post, term time and including annual leave entitlement as outlined above and 5 training days is as follows:-

Less than 5 years’ continuous local government service:

£22,677 to £23,402

5 or more years’ continuous local government service:

£23,077 to £23,821

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Equal Opportunities

Northern Leaders Trust is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Additional Information for Applicants

Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.46 weeks pay (25 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years' continuous local government service, and 6.25 weeks pay (29 days plus 8 public holidays pro rata) for staff with 5 years' or more continuous local government service.

Status

This is a temporary post to cover maternity leave

Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info.

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