



Curious  
Creative  
Confident

# Recruitment Information



COOMBE  
GIRLS' SCHOOL



COOMBE  
SIXTH FORM



Coombe  
Academy Trust



## Message from the Headteacher - Coombe Girls' School

Thank you for your interest in the post of Design and Technology Technician at Coombe.

At Coombe, we are passionate about giving students access to a wide range of experiences and the best possible education during their time with us. Our deep-rooted belief in a rounded and broad education goes alongside a commitment to academic excellence for all our students, regardless of background or context.

Our students make significant progress from their starting points whilst at our school. We have a long tradition of innovative, research led teaching, which enables our students to flourish and thrive. We put significant emphasis on developing our teaching and learning and are committed to maximising the benefits of a girls' school education. We welcome a significant number of boys into our sixth form and work closely with colleagues from the other schools in the Coombe Academy Trust to our mutual benefit. More about the Coombe Academy Trust can be found [here](#).

We are seeking to appoint a Design and Technology Technician to support the DT departments across both Coombe Girls' School and Coombe Boys' School.

Thank you for taking the time to find out more about this role. Please do contact me at school. If you have any questions or would like a tour of the school. I look forward to receiving your application.

Best wishes,

**Emily Barns**  
Headteacher  
Coombe Girls' School



Curious  
Creative  
Confident



COOMBE  
GIRLS' SCHOOL



COOMBE  
SIXTH FORM



Coombe  
Academy Trust



## Message from the Headteacher – Coombe Boys' School

At Coombe Boys' School we are passionate about providing learners with opportunities that they would never have had before. We aim to fire the imagination and develop an aspiration and a work ethic that will enable learners to achieve their ambitions.

We believe that it is essential that school is a challenging, inspirational and transformational experience. We also believe that it must provide a moral framework for learners to live their lives by and that students perform to their best abilities when they feel supported, confident and happy.

We are enormously proud of our academic, sporting and cultural successes, however we are proudest of the fact that parents tell us that their sons are happy here and that they enjoy coming to school. Our successes have been recognised by the Department for Education who are funding a rebuilding programme for the school, which began in February 2025.

Thank you for taking the time to look at the information relating to this post. Please do contact the school if you have any queries or would like a tour of the school.

Kind regards

**David Smith**  
**Headteacher**  
**Coombe Boys' School and Sixth Form**



**Curious**  
**Creative**  
**Confident**



**COOMBE**  
GIRLS' SCHOOL



**COOMBE**  
SIXTH FORM



**Coombe**  
Academy Trust



## Coombe Girls' School and Sixth Form

Coombe Girls' School and Sixth Form is a comprehensive girls' state secondary school, with a co-educational Sixth Form. The school is heavily oversubscribed and is committed to providing an excellent education to children in the local area. We are proud of the progress our students make from their starting points during their time with us: the school's Progress 8 score is provisionally +0.65 and over 40% of GCSE entries were graded 7 to 9 last year. The school is proud to be part of the [Coombe Academy Trust](#).

Our school is vibrant and diverse, serving the local area of New Malden. We value every individual and the rich wealth of experience, knowledge, values and beliefs they bring to our school. The experience and talent you will bring to our school will ensure we continue to provide the best education for our students and further increase the breadth of opportunity for the next generation. We particularly encourage applications from colleagues in underrepresented groups.

**Curious**  
**Creative**  
**Confident**





## Coombe Boys' School and Sixth Form

Coombe Boys' School, is a community of learners that embraces innovation and inclusivity in teaching, leading to academic excellence and a world of opportunity for all. We strive to foster a culture of creativity and critical thinking that empowers our students to become confident lifelong learners and responsible global citizens. Our commitment to providing a diverse and inclusive learning environment ensures that every student is heard, recognised as an individual and feels valued and respected. The focus on academic excellence prepares students for success in an ever changing world. Our goal is to inspire our students to think beyond the classroom and to explore the endless possibilities that lie ahead, so that they may confidently shape their own futures and make a positive impact on the world.

Coombe prepares each student for their World of Opportunity by:

- Delivering excellence through innovative teaching that is inspirational and brings an ambitious, broad and inclusive curriculum to life. It engages every learner in their Coombe journey offering a transformational and challenging experience.
- Driving ambition by fostering a culture of creativity that develops all members of our community to be confident learners who are happy, resilient, embrace challenge and are excited by their own potential to shape the future.
- Developing integrity through a diverse and equitable community where every person is heard, recognised as an individual and feels valued and respected. Our shared purpose promotes exemplary behaviour, outstanding and supportive relationships between all above all, ensuring kindness permeates every day life.

**Curious**  
**Creative**  
**Confident**





## Design and Technology Department

Food, Textiles, Product Design, Electronics. The teachers work closely together to plan and deliver an integrated approach to the subject. A technician offers additional support for three days a week at Coombe Girls' School, and two days a week at Coombe Boys' School.

The department is situated in a purpose built suite of rooms that comprises 2 workshops, 2 food rooms, 1 textiles rooms and an ICT suite with well-resourced and supported CAD CAM facilities.

The Department is proud to have an important and recognised status within the school and works hard to maintain this by participating in, and devising cross-curricular activities and events. Students are always enthusiastic about the subject and the extra-curricular opportunities it offers. As a result, they achieve a high level of creative understanding and output. Staff and student relationships are excellent and based on high expectations of behaviour and academic achievement.

At KS3 DT is delivered in three 60 minute lessons per fortnight. All schemes of work have been updated thoroughly to reflect curriculum changes and take into account Assessment without levels. Students benefit from a wide variety of projects designed to provide them with the skills and knowledge required to solve problems in a creative and innovative manner. The pupils are taught in mixed ability groups and those requiring additional help are supported by a very experienced and effective pastoral team.

At KS4 students opt to follow a full AQA GCSE course in Design & Technology. Students work in one of the following areas: Product Design, Food Preparation and Nutrition or Textiles.

In recent years the department has consistently achieved GCSE A\* - C pass rates above that of the national average. Regular trips to galleries and museums help to promote an interest in the history and modern context of the subject.

At KS5 students follow AQA A Level courses in Product Design, Textiles, or a Btec in AQA Food. Opportunities exist within the department for professional development and training. The department is forward thinking and innovative, and is keen to improve all aspects of its teaching in the coming years

**Curious**  
**Creative**  
**Confident**





## Job Description: DT Technician

### Purpose of the post

- To provide effective support to the teaching of practical Design & Technology subjects within Coombe Girls' School and Coombe Boys' School

### Professional Values and Practice

- Staff demonstrate high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
- Treat pupils consistently with respect and consideration, and are concerned for their development as learners.
- Demonstrate and promote the positive values and attitudes they expect from their pupils.
- Communicate sensitively and effectively with parents and carers, recognising their roles in pupils' learning and their rights, responsibilities, and interests in this.
- Understand the contribution that all staff and other professionals make to teaching and learning.
- Contribute to, and share responsibility in, the corporate life of the school.

Curious  
Creative  
Confident



COOMBE  
GIRLS' SCHOOL



COOMBE  
SIXTH FORM



Coombe  
Academy Trust



## Job Description: DT Technician

### Main Responsibilities

- Identifying and anticipating the support requirements and priorities at both sites and working independently and flexibly to achieve an optimum level of support for each school.
- Preparing materials and resources for lessons and projects utilising workshop machinery and equipment
- Carrying out first line servicing, maintenance and repair of machinery and equipment in the classrooms and prep rooms ensuring safety and reliability in accordance with Health and Safety requirements.
- Undertaking general workshop maintenance and DIY tasks including the building of new equipment and alterations to existing equipment.
- Sharpening and inspection of hand tools and cleaning of blades and cutters.
- Undertaking scheduled statutory equipment checks and maintaining a record of check activity.
- Providing in-class support including leading practical demonstrations and specialty class activity.
- Managing department purchasing and budgeting. Identifying purchase requirements through maintaining project files, monitoring stock and analysis of past expenditure. Producing budget data based on analysis of planned Schemes of Work and past expenditure. Preparing purchase orders and checking deliveries.

**Curious**  
**Creative**  
**Confident**





# Job Description: DT Technician

## Main Responsibilities

In addition at Coombe Girls' School:

- Managing the Key Stage 3 DT rotation process. Setting up and maintaining records to track performance of students moving between DT subjects with different teachers, recording relevant student data to assist in differentiation and providing templates for assessment. Includes sequencing of rotation groups, moving students between teachers on SIMs and processing rotation data to determine year end gradings.
- Portable Appliance Testing within the DT department. Undertaking and recording electrical equipment testing and checks to meet the requirements of the Electricity at Work Regulations.
- Providing extracurricular opportunities at student lunchtimes/ after school

In addition at Coombe Boys' School:

Working one on one with Key Stage 4 students to facilitate completion of practical coursework using the full range of available machinery and equipment

**Curious**  
**Creative**  
**Confident**





# Person Specification: DT Technician

## Qualifications

### Essential

- Health and Safety Certification for use of wood/plastic cutting machinery (training can be provided for this).
- Good Literacy and numeracy skills.

## Professional Knowledge and Experience

### Essential

- Ability to maintain tools and machinery for Textiles, Graphics, Food and Resistant Materials
- Have a good level of IT literacy (word, excel), written and numeric skills.
- An understanding of the way in which children learn and develop within education and a desire to play an active role within the life of the school community.
- An ability to make a contribution to the work developed within the department.
- An ability to establish rapport and respectful and trusting relationships with staff and students, where appropriate.
- Ability to work independently from guidance of the HOD.

### Desirable

- Relevant experience in an educational environment.
- DT technician experience.
- An interest and ability in designing and making small products (to assist teachers in the delivery of the DT curriculum)

## Personal skills and attributes

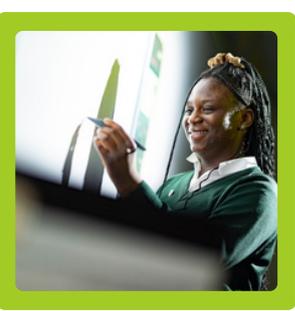
- Excellent communication skills to enable effective dialogue with pupils, parents, staff and visitors.
- Be organised and self-motivated, with a proven record for meeting targets and deadlines.
- Able to perform well and remain professional.
- Be a dedicated team-player, who strives for excellence.
- Be tactful and discreet, whilst mindful of observing Safeguarding and professional standards.
- Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development.
- High level of accuracy and attention to detail.
- Self-motivated and able to work alone without direction.
- Adaptable and flexible with working patterns when required.
- Committed to contributing towards the School's community.

**Curious**

**Creative**

**Confident**





## Why work with us?

Coombe Girls' School & Sixth Form is a fantastic and rewarding place to work. Our students are motivated and keen to learn while our creative, engaging staff is committed to providing exceptional teaching to our students. We take the wellbeing of our staff seriously and actively manage workload whilst retaining very high standards. Our staff are highly supportive of one another.

We are a Google school and staff are provided with a Chromebook to support their work. The school is within walking distance of New Malden train station with its fast, direct links to central London and into Surrey and Hampshire. For those travelling by car, parking is available in the school car park, and bike racks and showers are provided for colleagues who are able to cycle to work.

With regards to Personal Development, we pride ourselves on our commitment to CPD. Our staff is supported to access National Professional Qualifications and receives Thrive training. There are opportunities to work collaboratively across all five schools in the Trust (both primary and secondary) as well as with the central Trust team. The Trust looks to provide opportunities for growth for colleagues within the Trust.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### Join our community



[www.coombegirlsschool.org](http://www.coombegirlsschool.org)

[www.coombeschools.org](http://www.coombeschools.org)

[@CoombeGirlsNews](https://www.instagram.com/CoombeGirlsNews)

[@CoombeAcademy](https://www.instagram.com/CoombeAcademy)

### Coombe Girls' School & Coombe Sixth Form

Clarence Avenue

New Malden

KT3 3TU

0208 942 1242

[enquiries@coombegirlsschool.org](mailto:enquiries@coombegirlsschool.org)

**Curious**

**Creative**

**Confident**

