

DT Technician (Part-time, Term-time only working 18 hours per week)

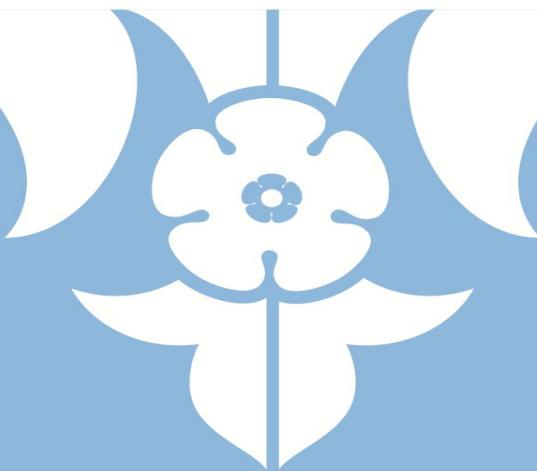


KINGS NORTON
GIRLS' SCHOOL & SIXTH FORM



Contents

Applicant letter and application process	1
Department details	2
Role Description	3
Person Specification	4
Background and Ethos	5 to 7
Key Facts and Statistics about the School	8 to 9
Privacy Notice for Job Applications	10



Kings Norton Girls' School: DT Technician (part time 0.4 FTE)

17th December 2025

Dear Prospective Applicant

This is a fantastic opportunity for an exceptional DT Technician to join us on a permanent contract, working 18 hours per week, term-time only (0.4 FTE over Monday, Tuesday and Wednesday for the current academic year. Please note this may change in future years based on timetable needs). We are an Ofsted outstanding school achieving excellent pastoral and academic outcomes for students within a culture of care, concern and well-being for both staff and students. KNGS is a happy and caring community, where every student is valued as an individual, their talents recognised and nurtured. Our vision is to 'Open a World of Opportunities' for our students whilst ensuring that everyone in our school community demonstrates respect and courage in order to flourish. Whole school progress and attainment indicators show that students consistently achieve well above the national average.

The role is key to the effective and efficient delivery of DT teaching and learning which is delivered in a specialist classroom. The department is well resourced and equipped with a laser cutter, circular saw, band saw and belt sanders along with more traditional hand tools. Applicants will be an experienced technician or, with training, have the potential to deliver efficient and effective support. You should have good organisational skills with a professional and helpful approach to your work; please refer to the person specification for the skill set required. The role is key to ensuring materials and resources are well stocked in order to support teaching. The successful applicant would be joining a very supportive and forward thinking school environment. We also offer a cycle to work scheme and Employee Assistance Programme.

You will find information about the post and our school in this pack and on our website. I do hope that having read further, and found out more about us that you will choose to make an application; I look forward to hearing from you. To apply, please submit your application through the 'My New Term' portal which will contain your supporting statement (which should not exceed 1200 words), please explain clearly how you meet the requirements of the person specification.

Please note we do not accept CVs and only applications completed on the school's application form will be considered. If you have any queries relating to the role, please do not hesitate to contact Mr Peter Steele, DT Subject Leader (p.steele@kngs.co.uk). Queries regarding the application process can be sent to Mrs Denise Wilson, PA to the Headteacher (dwilson@kngs.co.uk).

Deadline for applications: Friday 9th January 2025 at 8.00 am

Interviews: Date to be confirmed week commencing 12th January 2026

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form. References must be taken from your current (or most recent employer) where you have worked in connection with children. Candidates who have not been called for interview within two weeks of the deadline should assume their application has been unsuccessful. All offers of employment are subject to a satisfactory enhanced DBS check, a health check screening questionnaire and 2 references that are satisfactory to the school.

Yours sincerely

N. Raggett

Mrs N Raggett, Headteacher and CEO to WMAT

Kings Norton Girls' School: DT Technician (part time 0.4 FTE)

Art Faculty Details :

Art Faculty Details : The D&T department sits within the Arts Faculty consisting of Art, Photography, Drama, Music, Media, Food and Textiles. The subject is taught in a spacious multi purpose room with a workshop end and a design area which includes computers used for research and digital design development. The school is a high achieving school, determined to develop the best in every student. This includes not only the development of subject knowledge but also student's practical skills. Consequently, we are seeking to appoint someone to the Design and Technology team who has a passion for helping students to develop their knowledge, skills and understanding of design and technology so that they can excel. Sharing the team's enthusiasm for the subject will help to inspire students. Students progress is made more accessible through adaptation that accounts for students who are more able and those with special needs. The technician role will include working along side and supporting students to really flourish.

KS3 Curriculum : At KS3 Resistant materials is taught in an 8 week rotation along with food preparation and nutrition, textiles and drama/dance (this role solely supports resistant materials lessons). Students learn different aspects of the design process including research, design ideas, following or forming a specification, developing designs and evaluating. A large element of each unit will involve students using workshop tools and equipment to manufacture their products. Learning and applying Computer Aided Design is also covered. Students are highly motivated in this subject and we are very proud of the high quality of designing and making that our students show. They work hard and achieve high results. Students also dedicate time outside of their set lessons and it is not unusual to have a handful of students in during a break or lunch keen to continue with their manufacturing.

KS4 Curriculum : EDUQAS Design and Technology GCSE (1-9) sees students study a wider range of materials. Paper and card, timber, metal, polymers, fabric, electronics and system and control will all be examined. Students will investigate material characteristics and will apply their findings through design and make projects. Their folder work will demonstrate their understanding of environmental factors and application of quality control. We are a well-respected and resourced part of Kings Norton Girls' School and value our role in contributing to the wider life of the school and the South Birmingham Arts Community.

Kings Norton Girls' School: DT Technician (part time 0.4 FTE)

JOB DESCRIPTION

LINE MANAGEMENT : Directly responsible to the Co-ordinator for Graphics and Resistant Materials

MAIN DUTIES: To provide technical support to teaching staff and classes primarily in the resistant materials, systems and control, and graphic products areas.

SPECIFIC DUTIES: Prepare, provide and return tools, equipment and materials as necessary to enable staff and students to function effectively. Routine maintenance of workshop equipment, machine and hand tools to include:-

- ⇒ Checking the correct functioning of the equipment and CAD/CAM machine tools.
- ⇒ Keep records of routine maintenance checks and log any repairs.
- ⇒ Where possible, fault finding and repairs of workshop machines as necessary and within appropriate regulations and safety practices.
- Set up as necessary hardware required by teachers for class demonstration and use.
- Work alongside teachers and students during designing and making activities to aid student progress as and when required.
- Assist pupils when using machines/equipment for the first time.
- Operate the laser cutter from drawings produced by students.
- Prepare materials and/or resource packs for teachers and students' design and make projects.
- Manufacturing pieces of equipment, jigs, fixtures as required by staff for class demonstration and student use.
- To ensure that in all the above workshop and practical areas, tools equipment, computer software and materials are kept in an operable order and safe manner and ready for use by staff and students.
- Advise staff on the state of materials and other stocks and undertake inventory checks.
- Construct storage systems for students work and other materials. Print and photocopy resources for teachers and students as required.
- Produce displays of student work.
- To participate in the school's arrangements for performance management and continued professional development.
- Carry out such other duties as reasonably fall within the remit of this post as designated by the Co-ordinator for Graphics and Resistant Materials.
- Take part in the first aid rota and undertake relevant training.
- Such other duties as requested by the Headteacher as may be commensurate with the grade and the post.

ETHOS AND VALUES : Ensure that the school's ethos and values are promoted.

GENERAL

- To carry out other duties commensurate with the grade and nature of the post.
- To participate in the school's arrangements for performance management and continued professional development.
- Contribute to whole school policy development through communication routes and consultative procedures.
- Support school in meeting the Keeping Children Safe in Education (KCSIE) agenda in respect of safeguarding.
- The post-holder is expected to make themselves aware of and comply with KNGS Health & Safety Policy, including functions delegated to their role within the policy and to report any concerns to the appropriate person. This will support the school in meeting the well-being agenda in respect of health and safety of students.
- To actively participate in professional development opportunities as required by the school for the role.

NOTE

- Support staff working closely with teachers will inevitably be privy to much that is confidential and this confidentiality must be adhered to.
- It is a requirement of the role to have appropriate enhanced DBS clearance.
- This job description is not necessarily a comprehensive definition of the post.
- The post holder is required to be flexible in developing the role in accordance with changes within the KNGS management agenda and priorities. It may be subject to modification or amendment at any time after consultation with the holder of the post. The job description will be reviewed at least once every two years as part of the appraisal process.
- Responsibilities: As a member of staff at this School you are expected to act in accordance with the ethos of the School at all times, and follow all policies and the staff code of conduct. You can expect to have opportunities to contribute to the growth of the School, and for your professional development to be furthered.

Kings Norton Girls' School: DT Technician (part time 0.4 FTE)

PERSON SPECIFICATION

Experience	Essential	Desirable
Practical experience of working with materials: (mainly woods and plastics) or industrial engineering experience.	X	
Familiarity with basic workshop tools and machinery; circular saw, bandsaw, laser cutter etc.	X	
Experience in a supportive role in teaching design and technology related subjects.		X
Experience with materials and procedures subject to COSHH regulations.		X
Skills and attributes		
Good organisational skills	X	
Creative skills	X	
ICT and clerical skills	X	
Communications skills verbal and in writing	X	
Practical skills	X	
Professional and helpful approach	X	
Self-motivated with a positive outlook	X	
Ability to work on own initiative but recognising the need to escalate queries as appropriate	X	
Team player	X	
Knowledge of electronic display and presentation formats		X
Ability to maintain confidentiality and work with discretion	X	
Ability to work and communicate with young people	X	
Qualifications, Experience and Training		
Attainment of GCSE's grade C/5 or above, or equivalent level 2 qualifications to include English and maths.	X	
Design and technology/carpentry/engineering related qualification		X
Health and safety certificate in the use of wood, metal, circular saw (or similar industry based qualification)		X
First aid training		X
Other		
A successful DBS check	X	

Kings Norton Girls' School: DT Technician (part time 0.4 FTE)

Background, Ethos and School Developments

The School: Kings Norton Girls' School and Sixth Form is an outstanding school within the West Midlands Academy trust (WMAT). The School was founded in 1910 and occupies a leafy twenty-three acre site in one of Birmingham's most pleasant residential areas on the south side of the city. It is a very local school, the vast majority of students living within 2 km of the school. This has enabled the development of a strong community feel and neighbourhood links. The school develops confidence in its students which together with their enthusiasm for learning and their determination to succeed creates a powerful dynamic for continued improvement. Staff well-being is a high priority, as part of this an Employee Assistance Programme is provided.

Our vision and values are central to all we do as staff, students and trustees our aim is to: -

'Open a world of opportunities'. Demonstrating respect and courage in order to flourish.

Our students: There are presently 1,092 students on roll and the staffing establishment is 125, which includes the Headteacher, 67 teachers and 57 support staff. Team working is strong and we pride ourselves in the quality of our relationships and the tangible mutual respect and care which is in evidence across the school which reflects our school values.

The Sixth Form is full and oversubscribed with 280 students across Years 12 and 13. In 2015 we had our first intake of boys into the sixth form; numbers here have increased significantly.

The School is a popular choice and is always well over-subscribed with applications of 820+ for the 160 places in Yr 7 and 350+ for sixth form places. Our Year 7 catchment for 2025 entry was 2.005 km. In 2024, the results at GCSE were outstanding with a Progress 8 of +0.64. In 2025 86% of grades 4+, 73.8% 5+, 21.8% 7+. In 2025 A level results achieved an average grade of a B- with 30.4% of all grades at A*-A.

Governance : Our school board is exceptionally supportive yet provide the necessary challenge to help drive standards even higher. They bring expertise from both education and commerce and play an active part in the life of the school.

West Midlands Academy Trust (WMAT): Founded in January 2025, West Midlands Academy Trust (WMAT) was established through the collaboration of Hall Green School, Kings Norton Girls' School, and Swanshurst School. At the heart of our Trust is our vision: **"Achieving more together."** This vision drives everything we do, as we work to equip young people with the knowledge, skills, and mindset to thrive academically, socially, and personally; not only during their time in school, but also in the workplace and in life.

Our approach to "achieving more together" is realised through:

- A relentless focus on delivering an excellent Quality of Education across all our academies, ensuring strong progress and attainment for all students.
- A commitment to personal development and well-being for both staff and students.

Kings Norton Girls' School: DT Technician (part time 0.4 FTE)

Background, Ethos and School Developments Continued

At WMAT, we cultivate a culture of:

- **Genuine collaboration** between academies, where sharing expertise and providing mutual support is fundamental.
- **Collective responsibility, ambition, and high expectations** for all staff and pupils across the Trust.
- **Supported accountability**, driven by a collaborative, reciprocal and robust Trust Quality Assurance programme, to ensure we achieve our goals together.
- **High-quality, tailored staff professional development** to support continuous growth.
- **A staff-focused culture**, where the role of leaders is to facilitate exceptional provision, enabling staff to perform at their best for the benefit of our pupils.

We also understand the importance of respecting individual school identities, whether through their names, logos, uniforms, timetables or curricula. While we adopt a strategic approach that is responsive to the needs of each school, we recognise that one size does not fit all as we look towards future opportunities.

Our operational model focuses on:

- **Earned autonomy** with accountability, offering schools variable delegations and freedoms based on performance and need.
- **Central services** that maximize efficiency, reduce costs, and enhance school leadership capacity to prioritise educational provision.
- **Central policies** designed to foster collaboration, ensure compliance, and ease workload pressures.
- **School led policies** such as Behaviour for Learning, reflect the individual needs of the school.
- **Financial sustainability** is also a key priority for us.
- **School led budgeting** with a focus on each school being financially self-sufficient, ensuring resources are allocated effectively to teaching and learning, and pupil support alongside strategic estates and resource management.
- We prioritize "**good growth**", expanding the Trust thoughtfully to ensure the right schools join at the right time.
- **A conducive physical environment** that sets high expectations for learning and work, supported by an efficient central team and infrastructure.

At WMAT, we believe in "achieving more together" through shared commitment, strong leadership, and a focus on continuous improvement, creating a brighter future for every student.

Kings Norton Girls' School: DT Technician (part time 0.4 FTE)

Background, Ethos and School Developments Continued

School Leadership

In our 2025 OFSTED inspection, it was confirmed that Leaders have a meticulous understanding of their school. Staff feel supported and empowered in their roles, are well informed and staff say that leaders engage well with staff in relation to their workload. The senior leadership team consists of Headteacher, 2 Deputy Headteachers, 3 Assistant Headteachers and an Associate Assistant Headteacher/DSL. This well established team are supported by 7 Faculty Leaders, 5 Heads of Year, Head of 6th form, and a wider team of Subject and Key Stage Leaders. Staff work very closely to ensure the highest standards and aspirations in all aspects of school life.

Our networks

We are widely connected locally, working closely with South Network Schools, this brings a richness of collaboration around leadership, curriculum and inclusion. As part of this network the school is involved in developing and delivering on strategies to raise students' achievement and provides significant support for both teaching and support staff. As a member of WMAT in January, this will not change however, the additional benefits of cross school collaboration will be extremely valuable.

Professional Development

Professional development is a significant aspect of life at the school and is integrated into the school week. Staff are encouraged to deepen their subject knowledge and professional skills at all stages of their career. All staff new to the school participate in an induction programme and there is continued support for career growth.

Professionally this is a school with the very highest of expectations and aspirations but equally is richly rewarding. Staff are friendly, welcoming and supportive of colleagues. Our purpose is to ensure that the students, and the staff, all achieve the highest standards of which they are capable.



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Key Facts and Statistics about the School

Type of School	Multi Academy Trust. Non-selective comprehensive girls' school, age range 11-16: Co-educational sixth form post 16.
Location	South Birmingham in the suburb of Kings Norton, West Midlands.
Age range	11—19
Number of students	1092
Number of staff	1 Headteacher, Teaching 67, Support 57
Date school established	1910
External recognition	Ofsted rating: Outstanding, July 2019
Attendance	95.5% (pre Covid), 94.1% May 2025
Pupil Premium	Year 7 to 11, 29.97%
SEN	15.02%
EAL	10%

Sixth form expansion

Kings Norton Girls' School and Sixth form are delighted with our Sixth form Building.



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Key Facts and Statistics About the School Continued

Academic Achievements 2025

GCSE Results	% gaining 7+ in English and maths 18.2% % gaining 5+ in English and maths 61.6% % gaining 4+ in English and maths 82.4% English Grade 4 or above: 89.3% English Grade 5 or above: 79.9% English Grade 7 or above: 42.1% Maths Grade 4 or above: 84.9% Maths Grade 5 or above: 64.2% Maths grade 7 or above: 23.3% Achieving EBacc: 5+ 44%, 4+ 63.5%
A Level Results	A* - A all entries: 30.4% A* - B all entries: 59.4% A* - E: 97.5% Average grade: B-
Progress 8	+0.65 (2024)
University Admissions	Our students progress to high quality destinations; they are successful with applications to Russell Group universities, Oxbridge, an increasing number of apprenticeships, conservatoires, many other top universities and carefully planned gap years.



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Privacy notice for job applicants

This privacy notice advises job applicants of the school's data protection responsibilities on the collection and processing of their personal information. We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. We are required to explain how and why we collect such data and what we do with that information. This notice will also provide information as to what you can do about your personal information that is held and processed with us. We have appointed Clare Skinner, Business Manager as the person with responsibility for ensuring that applicants' personal information is held and processed in the correct way. She can be contacted at cskinner@knsgs.co.uk. Questions about this policy, or requests for further information, should be directed to her.

You can find our privacy notice on our website at <https://www.knsgs.co.uk/wp-content/uploads/2022/05/Privacy-Notice-Job-Applicants-v2-May-2022.docx.pdf>

Submission of your application form confirms that you have read and understood our privacy notice.