

Design and Technology Technician Northgate High School



RECRUITMENT INFORMATION PACK

CONTENTS

General Information

Job Description & Person Specification

Terms & Conditions of Service

Disclosure and Barring Service and Disclosure of Convictions

Policy for employment of persons with criminal convictions – refer to our
website www.unityeducationtrust.uk

Immigration, Asylum and Nationality Act Information – refer to our website
www.unityeducationtrust.uk

The Unity Education Trust (UET) is a Multi-Academy Trust built on developing like minded schools to outstanding and beyond through collaborative working that develops a unity of purpose in all that we do.

The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identities at the heart of their communities and engaging with all partners and stakeholders and other high performing educational organisations.

An unrelenting belief and focus that all students can achieve high standards, what ever their background and life experiences when given a positive climate of support, challenge and the development of Growth Mindset through outstanding teaching.

Committed to the notion of 'raising aspirations to fulfil potential' Ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever changing society.

All members of our UET are valued for their individuality and nurtured to ensure high levels of success through creative approaches which develop people with a passion for learning, ability to be adaptable and supportive of all within our community.

Design and Technology Technician
Start as soon as possible
37 hours per week
Term time plus 2 weeks
Scale E (Full Time salary range £24,294 - £25,979)
Actual Salary £21,338 to £22,818

This represents an outstanding opportunity to make an impact in a successful, forward-thinking school in the market town of Dereham. We take pride in both the welcome we offer the whole community and the standards achieved by our young people. In our recent Ofsted report (May 2023) Northgate High School and Dereham Sixth Form College was graded a 'Good' school in all areas.

We are seeking to appoint a committed and enthusiastic Design and Technology Technician to join our highly successful Art and Design Faculty which is a supportive and welcoming department with a huge amount of experience. Their strengths are their ability to communicate their passion for the subjects and build positive and productive relationships with pupils.

You will be joining a school where staff share best practice so that our standard of teaching and support is both high quality and continually developing.

We are seeking a skilled and dedicated Design Technology Technician to join our Art and Design Faculty. As a Design Technology Technician, you will play a crucial role in preparing and promoting the development of technology practical work to meet the teaching, student, and learning needs within this mainstream secondary school.

The successful candidate will be able to:

- Develop and prepare Design Technology practical work that aligns with teaching objectives and supports student learning.
- Manage and organize resources in the technology areas, ensuring materials and equipment are readily available for daily use and long-term projects.
- Collaborate with teaching staff to identify technical requirements related to the curriculum, while ensuring the health, welfare, and safety of both staff and students in accordance with health and safety legislation.
- Carry out routine maintenance of tools and equipment, ensuring they are in proper working condition.
- Set up equipment needed for class demonstrations and practical classes, supporting teachers and students during Design Technology lessons.
- Provide technical advice and assistance to both staff and students, fostering a conducive learning environment.
- Maintain up-to-date displays showcasing students' project work and artifacts.
- Prepare and organize materials and resource packs for teacher and student projects.
- Assist in transferring student work to digital media when required.
- Manage the central archiving of teaching resources across all areas of the learning environment.
- Advise staff, including Head of Design Technology and Head of Faculty, on material stocks and inventory checks.
- Organize storage for tools, equipment, and student folders and project work.
- Maintain stock levels and initiate the ordering of materials and components as necessary.

You will have:-

- Proven experience in design technology practical work that meets teaching, student, and learning needs.
- Familiarity with technical requirements raised by the design technology curriculum.
- Comprehensive knowledge of health and safety legislation pertaining to the design technology field.
- Proficient ICT skills.
- Excellent communication skills to effectively interact with staff and students.
- Ability to work independently and take initiative.
- Strong multitasking abilities and the capacity to work well under pressure.
- Relevant technical qualifications to support the role.

In return for the right candidate we are offering:

- a competitive salary;
- all the advantages of a successful academy group;
- being part of an extended network of teachers, leaders and support staff who share and exchange ideas and continued professional development opportunities;
- support from creative and innovative colleagues;
- a stimulating and friendly working environment where every member of staff is valued and makes a significant contribution to the school/college;
- training and development opportunities;
- opportunity of additional paid duties;
- contributory pension scheme;
- private Health Care Plan;
- access to high-quality musculoskeletal physiotherapy provision;
- access to our Employee Assistance helpline for free and confidential advice;

We are proud to be the only University accredited laboratory school in Norfolk. As a Laboratory School we are committed to research-based practice which is strengthened through peer-to-peer learning, ongoing professional development and collaboration with other schools and partners.

Whilst there are accredited schools all over the world, we were the first in Norfolk to be selected. We were approached to be part of University of Bolton's Lab School network because of our Good OFSTED rating, our strong exam results, our ethos and our record of researched-based pedagogy. If you are a motivated individual, have the right experience, skills and Have a passion for supporting students' learning journey in Design Technology then we would very much like to hear from you.

Closing date for applications Tuesday 7th May 2024

How to apply

Click on the **Apply Now** button. You can save your application and return to it later. Please ensure you have completed your application before the end date.

No CVs accepted – Please complete an application form if you wish to be considered for this role. Candidates are advised that they may be subject to an online check from information in the public domain.

We aim to be an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Unity Education Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either Children or Vulnerable Adults. Please be advised that references may be requested prior to interview for roles within our Schools.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve to right to interview shortlisted candidates ahead of the closing date.

Details available on our website www.northgate.norfolk.sch.uk

Northgate High School, Dereham Sixth Form College and DESA are part of Unity Education Trust (UET) is a Multi-Academy Trust built on developing like minded schools to outstanding and beyond through collaborative working that develops a unity of purpose in all that we do.

Northgate High School, Dereham Sixth Form College and DESA are a part of Unity Education Trust which is a charitable company limited by guarantee (Company No. 10591822) registered in England and Wales at Crown Road, Dereham, Norfolk NR20 4AG

Chief Executive Officer: Mr Glyn Hambling, B. Ed. (Hons), M.Sc., N.P.Q.H



Design Department: D&T Technician

Person Specification

Northgate High School, Dereham, Norfolk

Job Title: Design Department Technician

Grade: MRS Scale E

	Essential Attributes	Desirable Attributes
1. Educational Qualifications		
School	Basic numeracy and literacy skills	Good numeracy, literacy and ICT skills
Higher Professional/Job Training		
2. Work experience		
In previous post/in a specialist capacity	None necessary	Previous work in a similar environment
Level		
Duration		One or more years
3. Skills/Knowledge/Aptitude		
Relevant skills for position	Working knowledge of a range of machine tools and processes	Knowledge of maintenance procedures for relevant equipment
4. Motivation		
Commitment to task	Commitment to providing a high standard of support without constant supervision.	Interest in developing own skills and knowledge through the provision of in-service
Self reliance	A commitment to equality training (INSET) Principles and practices	
Career Ambition		
5. Physical		
Ability to lift heavy Goods/equipment	Ability to perform all duties and responsibilities	
6. Other		
Driving License	Full, Valid UK Driving License	Category D1 Driving License
First Aid	None necessary	Relevant First Aid Training
Safeguarding Young People	Willingness to undergo an Enhanced Disclosure CRB check	



Design Department: D&T Technician

Job Description

Northgate High School

Job Title: Design Department Technician

Grade: 4

Responsible to: Head of Design and Technology / Head of Design Faculty

1. Purpose

The 'Design and Technology' and 'Art' departments have grouped together to form a wider 'Design Department'. The person in this role will primarily support the teaching and learning within the Design and Technology subject areas (Resistant Materials, Electronics & Graphics). However, at times the role will also require a flexible approach and working style, ensuring that support is deployed throughout the 'Design Department' faculty as needed, under the direction of the line manager.

2. Organisational Relationships

Responsible to the Head of Department or other appropriate supervisor, but works to the requirements, and in support of, individual teachers on a day to day basis.

3. Principal Duties and Responsibilities

To provide technical support to teaching staff and classes *primarily* in the Resistant Materials, Electronics and Graphics subject areas. To maintain and use subject preparation areas to prepare materials as required by the department. To monitor and order materials and machinery as appropriate. To monitor and maintain a range of workshop based machinery throughout the department including health and safety.

4. Principal duties/Provision of practical facilities and resources

1. To check and prepare materials, resources, and equipment for daily use, and prepare materials for long term projects. To check that equipment is provided at the start of lessons and that it is returned at the end. To ensure that computers are set up and are correctly working and that the printers are supplied with paper.
2. To carry out routine maintenance of workshop equipment, machine and hand tools to include:
 - a. Repairs where appropriate, including metal and wood cutting machines and heat treatment equipment as necessary within appropriate regulations and safety practices.
 - b. Checks on the correct functioning of the electronics and CNC machine tools and equipment.
3. Work alongside teachers during designing and making activities to aid pupil progress as and when required

4. To provide technical advice and help to staff and students, for example, manufacture of pieces of equipment, jigs and fixtures as required by staff for class demonstration or pupil use.
5. When requested by teaching staff, to demonstrate the use of different equipment and materials with particular regard to safety, including providing technical advice, assistance and supervision to pupils during practicals. To advise teachers, when required, particularly those teaching outside the specialism, being retrained, or on probation.
6. To maintain continuous oversight of working practices within the department to ensure that all safety procedures are being adhered to. To check stock level of First-Aid boxes and replenish as necessary.
7. To install, test and calibrate both existing and new equipment.
8. To construct and devise equipment to meet the changing needs of the practical programmes, including the manufacture of teaching aids. To adapt apparatus/equipment and basic storage facilities.
9. To ensure that equipment, materials and apparatus, including teaching aids, are maintained in a serviceable and safe condition.
10. To undertake repairs when necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance.
11. To ensure that any debris or hazardous materials/spills are removed from the sinks, bench-tops and other areas to provide a safe environment for cleaning staff and others. To deal with spillages/emergencies during practical activities.
12. To ensure that gas, electrical connections, chemical solutions and other materials are left stored in a safe and secure condition, ready for reuse.
13. Advise staff on the state of machinery, materials and other stocks and undertake inventory checks – Replenishing or up-keeping as necessary.
14. Where appropriate, to undertake administrative tasks associated with the post, including stock recording, ordering etc...
15. To maintain a relevant and up-to date knowledge of technologies, tools and practices within the field. Where appropriate attend training and/or gain certification to meet the changing needs of the department.
16. Maintain storage and display for pupils' work and other materials.
17. To obtain/upkeep relevant DATA (Design and Technology Association) Health and Safety/Working with machines standards (INSET will be provided as appropriate).
18. To have a working understanding of the DATA 'Design and Technology Technicians Guide' document.

19. To be aware of, promote, and comply with all departmental/school/county instructions and procedures relating to Health and Safety at work, and to recognise the main responsibilities required under the 'Health and Safety at Work Act 1974' and associated legislation.
20. To maintain an up to date knowledge of technical developments in the field.
21. Prepare materials and/or resource packs for teachers and pupils' design based projects. Duplicate worksheets as required.
22. To perform daily, weekly, monthly and termly checks of machines, tools and departmental practice following departmental procedure.
23. To assist with the planning and development of the annual Drama production, in negotiation with the Head of Department. This commitment would encompass an element of the directed hours of the post (*currently Term Time + 3 weeks – correct as of February 2024*)
24. To practice and promote fair and equal treatment of staff and students throughout the course of performing all duties contained within the job description.
25. To undertake any other duties within the scope of the post, as required by the Head of Department or other appropriate supervisor, in particular those which derive from the changing demands of the National Curriculum.
26. Help out with clubs and activities during and after school which may include a Saturday or Sunday.

The job description is current as at the date shown below. In consultation with the person in role, it is liable to variation by management to reflect or anticipate changes in or to the job.

Welcome to the Design Department at Northgate High School

We pride ourselves on being a supportive, collaborative department who work together to achieve the very best for our students. Our department is made up of a team of creative individuals who offer a rich range of expertise that enable excellence from our pupils. Our subjects include; Fine Art, Graphics, Food Technology, Product design, Photography and Textiles.

Curriculum

The Design Department is committed to extending and enriching all pupils' experiences within the broad field of 'design'. In addition to the regular lunchtime and after-school clubs, we have numerous extra-curricular events throughout the year. Practising artists, designers and museums are drawn upon to run workshops and activity days, and upper school pupils broaden their understanding of the world of design through a variety of visits. There is also the opportunity to be part of the Northgate STEAM club and take part in the electric car competition, Business Enterprise Club and the designing and making of the annual school production set.

The Design Department aims to provide pupils with an environment that encourages them to express their ideas and insights of the world around them, increasing confidence and self-awareness.

Design – Lower School

Pupils develop their creativity and imagination through sustained activities, helping to build on and improve their practical and critical skills. Teaching includes investigating and making, exploring and developing ideas, evaluating and developing work. During their time in the Lower School, pupils are taught knowledge, skills and understanding through:

Exploring a range of starting points for practical work including themselves, their experiences and natural and man - made objects and environments. Working on their own and collaborating with others on projects in two and three dimensions and different scales. Using a range of materials and processes. Investigating art, craft and design in the locality, in a variety of genres, styles and traditions.

Design - Upper School

Through the use of project themes, pupils will produce work and explore a diverse range materials and techniques. The focus is very different from lower school and pupils are given more freedom to express their own individuality. When pupils are ready, they have the creative freedom to choose their own direction for creating a personal response. The GCSE allows students to study core technical and designing and making principles, including a broad range of design processes, materials techniques and equipment. They will also have the opportunity to study specialist technical principles in greater depth. This approach has contributed to Northgate High school gaining an excellent reputation where all GCSE Art & Design pupils, consistently achieve outstanding results regardless of prior ability.

Students are rigorously monitored and progress checked. Sketchbooks and folders are regularly assessed and feedback is given both verbally and on post it notes within sketchbooks. Students are encouraged to refine and develop work as it progresses in order for all students to reach or exceed their full potential. There is an exhibition of work at the end of every GCSE and A Level course to give parents and staff the opportunity to celebrate and commend the efforts and talents of the students.

We look forward to welcoming you to Northgate High school and Dereham Sixth Form College.

Maureen Mottley

Head of Design

Terms and Conditions

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

EQUAL OPPORTUNITIES

UET has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. UET also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

DISCLOSURE AND BARRING SERVICE CHECK

This post is subject to a Disclosure and Barring Service Check. Disclosure and Barring Service and Disclosure of Convictions Policy for employment of persons with criminal convictions – refer to our website www.unityeducationtrust.uk

Immigration, Asylum and Nationality Act Information – refer to our website www.unityeducationtrust.uk