

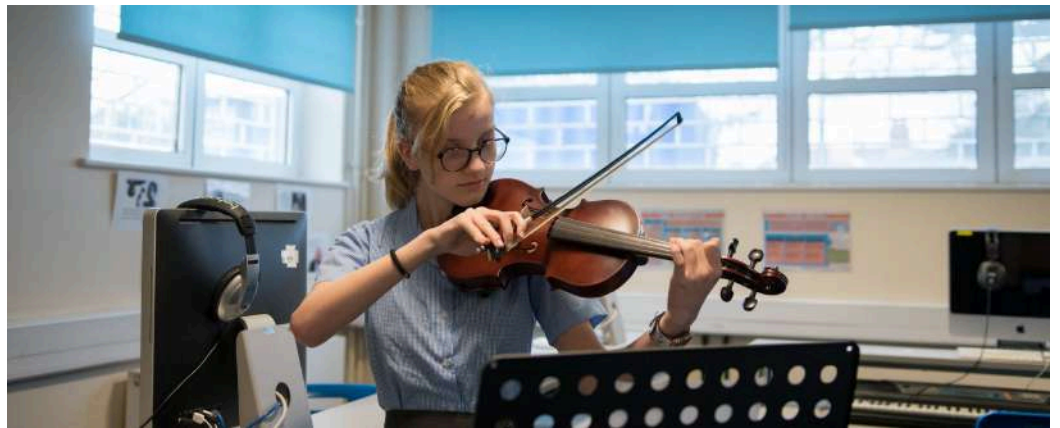


SUCCESS FOR ALL  
EDUCATIONAL TRUST



**Redden Court School**  
*Committed to Success for All*

OUTSTANDING IN ALL AREAS



# RECRUITMENT PACK

Dear Colleague,

## **Post: Design Technology Technician (Secondary)**

Thank you for your interest in this post. To help you decide if the job would suit you please read through this recruitment pack, which we hope will give you a flavour of what the school is about and of what we expect from the successful candidate.

Redden Court School is a high achieving, successful, well-ordered and caring mixed comprehensive school for students aged eleven to sixteen which was recognised as being an Outstanding School in 2022. We are very proud of our school, our students and the Harold Wood community in which we serve.

Our vision is focused on 'Commitment to Success for All' with aspiration for all members of our community. Redden Court is the founding member of the Success for All Educational Trust.

**If you would like to become a member of our thriving and successful community, please apply via 'Mynewterm' which can be accessed [here](#) by the deadline of Friday 6th September at 12pm.** We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.

If you wish to have an informal discussion about the post before applying please feel free to contact Mr S Bosman, Head of Technology Faculty on 01708 342293 or by emailing [sbosman@reddencourtcloud.co.uk](mailto:sbosman@reddencourtcloud.co.uk). Our last Ofsted report can be found [here](#)

I look forward to receiving your application.



Yours sincerely,

A handwritten signature in blue ink, which appears to be 'A Henry'.

Mr A Henry  
Headteacher

## General Information

The Redden Court School motto "**Committed to Success for All**" embodies what our school believes in and represents our common goal. We aim to incorporate this vision into everyday school life and ensure that all students have the best opportunities made available to them. Success can and will be found in different goals for a vibrant and varied student body and we value all of our students as individuals with unique talents and interests. We support our students to always be the best that they can be.

### Notable Achievements

- In 2022, Redden Court School was recognised as being an Outstanding School with the additional accolade of being Outstanding in all areas.
- In 2021, Ofsted recognised there was enough evidence of improved performance to suggest that the school could be judged outstanding if the inspectors were to carry out a section 5 inspection now. The school's next inspection will be a section 5 inspection
- In 2021 we were awarded the Wellbeing Award for Schools
- In 2020 we were awarded the SSAT award for exceptional outcomes for our SEND Students
- We have recently been re-accredited as a Thinking School by the CEDU at the University of Exeter
- In 2019 we were awarded the 'Quality in Careers' standard for our work in this area

### Building and Resources

The school is situated in Greater London, Romford, close to the M25, A12 and A127 and just 10 minutes walk from Harold Wood Railway Station. The school has on site parking for staff and visitors.

The school was built in 1931. Over the years we have expanded the site to accommodate our growing number of students, including two brand new buildings. We have new state of the art facilities in Science, technology and PE. Furthermore, there has been lots of renovation to the existing buildings which makes the school a pleasant learning environment for students and those to come. Our students enjoy well presented classrooms, clean and well kept facilities as well as pleasant dining and social time areas.

### SLT

- Mr A Henry, Headteacher
- Mr S Carrington, Deputy Head (Quality of Education)
- Mr K Ward, Deputy Head (Behaviour and Attitudes)
- Miss T Greaves, Assistant Head of CPD, ITT and Timetabling
- Ms J Tyldesley, Assistant Head of Inclusion
- Mr M Hoque, Director of Personal Development
- Mr D Pendred, Director of Technology
- Mr T Hughes, Director of Student Performance
- Mrs C Jacques, Director of Teaching and Learning

## Staff

We have 72 teachers, who are supported by 60 professional and competent Student Development Assistants and support staff. We work as a unified team to support and enhance the learning experiences of our students.

## Wellbeing

Redden Court values its staff's wellbeing. We endeavour to offer a holistic approach to ensure all our stakeholders are supported in their emotional, physical and mental health.

We offer the following staff benefits:

- Career Development (apprenticeships, support towards achieving further qualifications, leadership programmes, progression opportunities, teacher training, shadow opportunities and a vast CPD programme of relevant courses)
- Child places at Redden Court School are available for staff who are employed at the school (subject to conditions)
- Two weeks October half term holiday
- Pension
- All teaching staff are allocated a Chromebook
- Multi Gym available for staff use
- Staff supervision sessions with a trained professional
- Cycle-to-work scheme
- The school is signed up to the Schools Advisory Service which offers:
  - a 24 hour GP helpline,
  - access to physiotherapy sessions,
  - access to a counselling service,
  - free 12 week weight management programme,
  - support for stress management,
  - lifestyle screening,
  - menopause support,
  - long term condition support,
  - private medical operations.
- Regular staff social and get-together events
- A regular staff survey consults staff and takes actions based on the results.

## Edtech

Redden Court School has been recognised as a specialist of computing technology for over a decade, and has always invested in modern technology to enhance the curriculum.

The Department for Education selected Redden Court School in 2020 as one of its Edtech Demonstrator schools to support 100s of other schools in the country with their use of technology in education. This was initially to help schools to respond to the pandemic but the project has continued to expand. In 2017 Google selected us to become one of the only Google Reference Schools in the UK as a result of our success over the years, giving us early, exclusive access to upcoming tools and the opportunity to attend and showcase at events. We have also gained international

recognition welcoming many visitors from abroad to support them with their own development.

Google Workspace for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device. In 2012, we adopted this free web-based communication and collaboration suite available to education establishments. With products including Gmail, Google Classroom, Calendar, Drive, Docs, Meet, Slides and Sites, we recognise the influence that these tools have on classroom and distance learning, our collaboration inside and outside of school, improvements in administrative efficiency and providing remote access for all. This enables all our students and staff to have access to the most up-to-date technology.

We have also rolled out a 1:1 Chromebook scheme with our students, with many of them buying the device through us, as an affordable browser-based device that provides quick, simple access to our online platforms. We also provide teaching staff with a Chromebook to support our edtech focus. Staff are offered a wide range of CPD to develop their skills in this area.

### Recent Results

<b>Results 2023</b>	<b>Redden Court School</b>	<b>Havering</b>
Progress 8	+0.19	-0.17
Attainment 8	49.2	47.2
9-5% English & Maths (strong)	52%	43%
9-4% English & Maths (standard)	70%	64%
Ebacc % entered	82%	56%
Ebacc APS	4.68	4.25

### Pastoral Care

We currently have 1050 students at Redden Court School. The pastoral team is particularly well staffed and this allows us to form a wide and comprehensive net of care around our student body.

The team is made of:

- Deputy Head - Pastoral Care
- Pastoral Director
- 5 non-teaching Heads of Year
- Home School Support Worker
- Education Welfare Officer
- 2 Learning Mentors
- 3 Student Service Officers
- Pastoral Support Officer
- Pastoral Administration

We also buy in counselling and mentoring services which, taken as a whole, provides a support base to our students which is second to none.

## SEND

We are proud of our reputation for achieving exceptional outcomes for our children with special educational needs and disabilities. We support our students with SEND in mainstream with a combination of in-class support systems and withdrawn interventions. Children who need a higher level of support are educated in our Nurture Group and move on to study GCSEs on the Blue Pathway where they benefit from small classes and a high ratio of adults to children.

Redden Court also supports some children with EHCPs using our Additional Resourced Provision (ARP) funding. We are pleased to be able to offer bespoke packages of support for our children with the most complex needs.

Our dedicated SEND team consists of 6 SEND Teachers and 22 Student Development Assistants (SDAs) managed by our deputy SENCO. Leaders on the SEND team are highly invested in developing staff. Many former SDAs have found their experience on the SEND team to be a vital step as they move towards new careers in teaching, mentoring, counselling or other pastoral work with children. At Redden Court, we have a strong tradition of encouraging our staff to develop their careers.

## CPD and Training

We invest heavily in our own staff training and development at all levels, from Initial Teacher Training, Associate and support Staff, through to Senior Leadership level. We run an in-house comprehensive programme each year which includes whole school CPD, faculty training, ECT and RQT professional studies, ASPIRE Teaching and Learning workshops and additional voluntary training sessions. We also offer a wide range of opportunities for staff to gain leadership experience such as termly or yearly secondments onto the pastoral team or senior leadership team. In addition we subscribe to the National College and actively encourage staff to take responsibility for their own professional development by completing courses and certificates online.

## Values and Ethos

At Redden Court School our staff values are closely aligned to our student values, ASPIRE. Every individual is valued for what they contribute to our community.

- ★ **Ambitious** - To be passionate in our desire and determination to achieve success and exceed our potential.
- ★ **Supportive** - To provide encouragement, physical and emotional support to others where it is needed.
- ★ **Professional** - To recognise ourselves as role models and demonstrate positive examples to students and each other at all times.
- ★ **Innovative** - To be creative and open to change and new ideas.
- ★ **Respectful** - To treat others with dignity and respect; to celebrate and welcome diversity.
- ★ **Equality** - To promote and ensure that every individual has an equal opportunity to make the most of their lives and talents.

Collectively these values help to raise standards, develop positive behaviours and develop individuals. We recognise that through these values our staff work towards a common goal that supports the vision for our school.



## Advert

### Design Technology Technician

**Scale 3 (points 5-6)**

**Actual Salary - £20,451 to £20,760**

**32.5 hours per week - 38 weeks per year**

**Required from September 2024**

We are seeking a self motivated and enthusiastic individual to join our team to support the Technology Faculty in the effective and efficient day-to-day running of the school's workshops and design areas, in order to enable staff and students to raise standards.

The successful candidate will be in charge of setting up equipment for lessons and ensuring machinery is regularly maintained. You will be in charge of ordering materials and keeping stock up to date. Teamwork will be a key skill as the successful candidate will be required to work with technology staff and will also be required to work with and support Year 11 students with their NEA practical work. Health and Safety is of the utmost importance and working with the Head of Faculty, you would need to ensure risk assessments are completed and kept up to date. You would need to complete training to use machinery safely and attend all other mandatory training required by the school.

The school believes in Committed to Success for All and continuing professional development and developing the skills and knowledge of our staff through a thorough appraisal system.

As an employee you will have access to the Local Government Pension Scheme and instant access to the Schools Advisory Service that offer a range of wellbeing services that includes;

- Access 24 hours a day to a GP helpline where you can have a telephone conversation for you and close relatives.
- Access to Physiotherapy
- Access to a counselling service
- Free 12 week Weight Management Programme
- Support for stress management
- Lifestyle Screening
- Relationship Counselling
- Long-term condition support - support for you and family members where you or a member of your family is suffering from a long-term condition such as cancer, Multiple Sclerosis or Motor Neurones disease. This list is not exhaustive.
- Private Medical Service
- Stress Counselling

Child places at Redden Court School are available for staff who are employed at the school.

Redden Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful for this position you will be expected to apply for a disclosure from the Disclosure and Barring Service before appointment is confirmed.

References will be sought on shortlisted candidates before interview.

We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender identity, ethnic origin, disability, age or sexual orientation.

If you would like more information please contact Mr Sarel Bosman, Head of Technology Faculty on 01708 342293 or email [sbosman@reddencourtcloud.co.uk](mailto:sbosman@reddencourtcloud.co.uk)

**If you would like to become a member of our thriving and successful community, please apply via 'Mynewterm' which can be accessed [here](#) by the deadline of Friday 6th September at 12pm.** We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.



## Job Profile

<b>Job Title:</b>	<b>Design Technology Technician</b>
<b>Grade:</b>	<b>Scale 3 (points 5-6)</b>
<b>School:</b>	<b>Redden Court School</b>
<b>Reports to:</b>	<b>Head of Technology Faculty</b>

### **Job Purpose and Context:-**

In general, duties will be those connected with assisting the running of the school's workshops and design areas and will vary according to the level of teaching being undertaken within the school and the changes in curriculum that occur from time to time.

### **Candidate Requirements:**

- Good knowledge of CAD/CAM and wood working skills
- Must be a team player and have a willingness to learn
- A good communicator
- Someone who is conscientious and enthusiastic
- Must be organised and have the ability to be flexible

### **Roles and Responsibilities:-**

#### **Servicing machines and equipment to manufacturer's schedules:**

- Setting up of workshop machinery, tools and CAD equipment.
- Ordering and maintaining stock.
- Managing the control of substances that fall under the Health and Safety at Work Act and COSHH regulations.
- Knowledge of textiles equipment such as sewing machines for maintenance and servicing purposes.

#### **Preparation of Materials:**

- Setting up, clearing away and cleaning larger items of equipment in lessons.
- To manage the organisation of the workshop and ensure that all equipment and projects are stored in an organised manner and have a home.
- Maintaining in sound condition:
  - surfaces of benches
  - equipment
  - safety guards
  - workshop fittings
- Stock control - substances that fall under the Health and Safety at Work Act and COSHH regulations.

- Manufacture of jigs, special tools and fittings for curriculum use.
- General maintenance of sharp edge tools in workshops.
- General maintenance of machines and equipment in workshops, on a daily or weekly basis as appropriate.
- Regular and lubrication of machines and equipment as specified by manufacturer's schedules.
- Provision of storage and/or display facilities in connection with machines and equipment.
- Temporary oversight of students' in work area in case of an emergency for safety reasons.
- Practical oversight of pupils who are involved in a project of an experimental nature under the direction of the class teacher. (As a means of providing additional adult support).
- Work independently in a number of resistant materials and media support of departmental activities.
- Provide support in the area of electronics, micro-electronics, computers and other developing 'new technologies'.

### **Health and Safety:**

- To hold the NAAIDT Training Certificate for Technicians
- To hold a certificate for each of the machines used on school premises
- To take appropriate action to identify and minimise any risks to health, safety and security in the immediate working environment.

### **Other Professional Responsibilities:**

- To work in accordance with the values of the school particularly with regard to promoting positive attitudes towards tolerance and respect for other people.
- To work in accordance with school policies and procedures as identified in the staff handbook and school policy folder.
- To take an active role in the School Performance Management system to review own progress and set targets for future development.
- To undertake the responsibilities of a tutor as part of the Vertical Tutoring system

### **Notes:**

1. Redden Court School has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training
2. The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role
3. The post holder is expected to demonstrate a flexible approach in the delivery of work. Consequently the post holder may be required to perform work not specifically

identified in the job description, but which is in line with the general level of responsibility of the post.

4. This job description will be subject to review with the post holder after one year and may then be reviewed from time to time

**Signed:** .....

**Date:** .....

**Signed:** .....

**Date:** .....

*(Head Teacher)*

Redden Court School is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people
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## Design Technology Technician

### Benchmark Person Specification

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Ability to organise one's own work, to prioritise tasks and keep to deadlines	√		Application & interview
Ability to manage the work and outcomes of other people		√	Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application & interview
Ability to communicate and interact effectively with adults and children and young people	√		Application & interview
Ability to write effectively for a variety of different audiences	√		Application and interview
The ability to manage budgets within the financial regulations of the school		√	Application and interview
The ability to assess and plan for training needs in a rapidly changing environment		√	Application and interview
The ability to plan and implement disaster recovery policy and procedures and maintain continuity of a quality service		√	Application and interview
<b>Knowledge</b>			
A detailed and in-depth understanding of DT specific health, safety and security issues in schools		√	Interview
Know-how to monitor and review the school's statutory DT related responsibilities		√	Application and interview
A detailed and in-depth understanding of the application of DT to teaching and learning and the management of the school		√	Application and interview
An understanding of procurement and contracts monitoring in schools		√	Application and interview
<b>Qualifications and Experience</b>			
Certification to support expert user status in DT and its applications		√	Application
GCSE at level A – C in English and mathematics or equivalent	√		Application
Between one and five years experience in a DT support or technician function	√		Application
Evidence of willingness and motivation to develop own skills and abilities through continuing professional development	√		Application & interview