



The Cam Academy Trust
Design and Technology Technician
Candidate Information Pack



WELCOME FROM THE CHIEF EXECUTIVE

Thank you for your interest in joining The Cam Academy Trust. It's a great time to join our team, as we enter a new phase of development and really look to the future.

I feel highly privileged to take on the role of Chief Executive at this time. I know that we will be able to build on the current success of The Cam Academy Trust so we can be a truly exceptional community of schools.



We are a values-driven community of schools – our six principles underpin all that we do – and we're committed to excellence. As a teacher myself, and someone who has benefited hugely from a great education, I absolutely believe in the transformational power of what we do in schools. This is particularly important for our most vulnerable young people, those who could become marginalised and not reach their potential due to their background or learning needs. It is up to us to make sure that doesn't happen.

Vibrant learning communities are built when pupils of all abilities and backgrounds thrive together, and a truly excellent education enables choice and agency for all children. This is at the heart of our comprehensive principle.

We want people on our team who are excited by the prospect of having a deep and lasting impact on the lives of young people. We want people who are honest, curious, intellectually rigorous and committed to the challenges and opportunities of innovation and collaboration. We also want people who are committed to contributing to the wider education system.

As Chief Executive, I am committed to raising standards for young people, in a sustainable way through a strong MAT operating model and an insistence on excellence whilst understanding that schools need to retain their unique identity so they can be at the heart of their communities. I also know that investing in all our people is critical to success. It is our leaders, teachers and school staff that make the difference for children every day.

Join our team and we will ensure that the six principles of The Cam Academy Trust remain at the heart of the Trust and deliver 'excellence for all', enabling all pupils and staff to thrive. If this excites you; we want to hear from you!

Claire Heald

ABOUT US

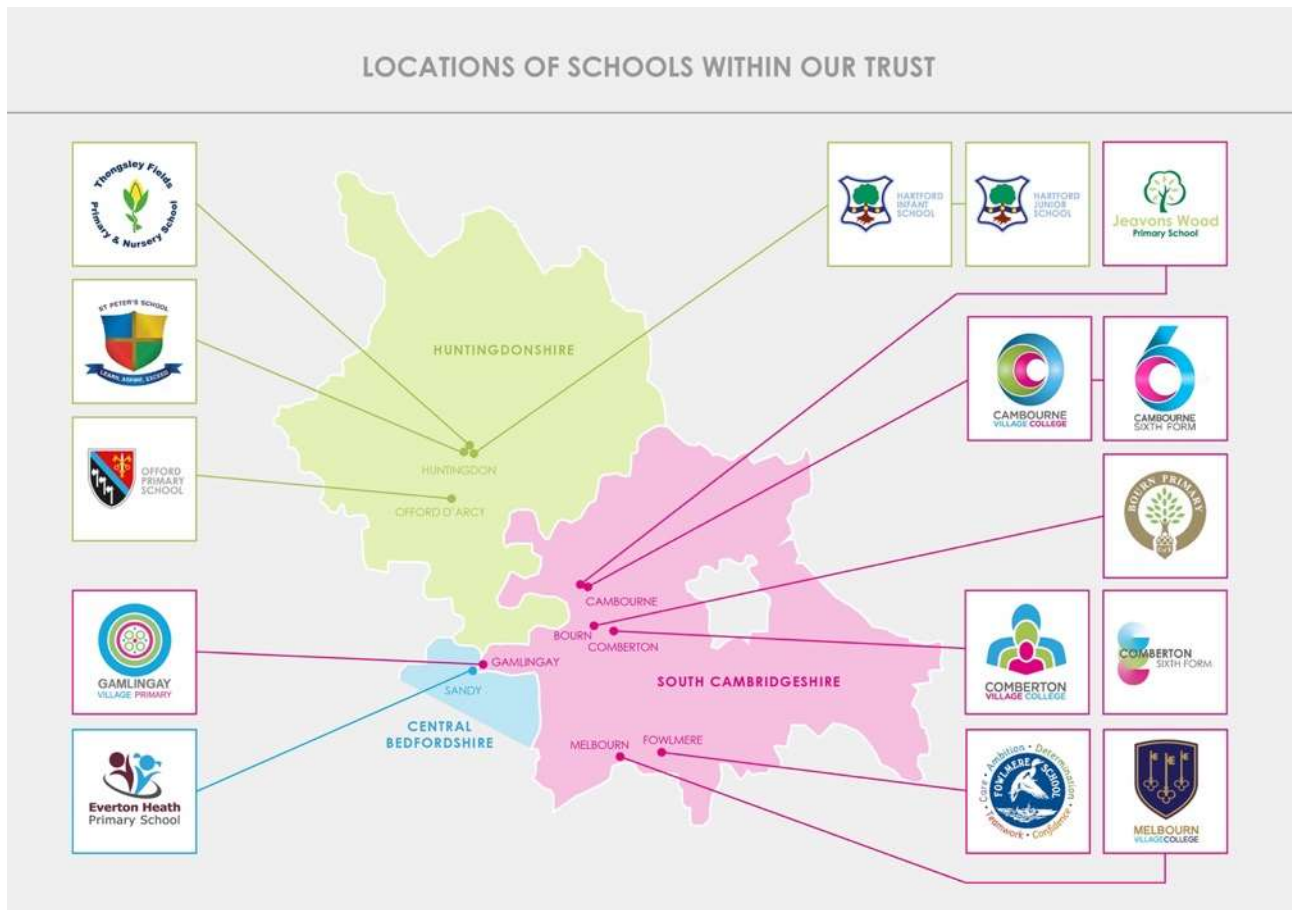
The Cam Academy Trust was formed in 2011.

The Trust is currently made up of seven primary phase schools and four secondary schools, three of which have Sixth Forms. We are excited that a third Sixth Form is due to open at Cambourne Village College in 2024.

Our Primary phase schools are Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Jeavons Wood Primary School, Cambourne, Offord Primary School, Offord D'Arcy, Hartford Infant and Pre-School, Hartford Junior School and Thongsley Fields Primary and Nursery School, Huntingdon. Bourn Primary Academy joined as the first Associate Member in 2021.

Our Secondary schools are: Comberton Village College (and Sixth Form), Cambourne Village College (and Sixth Form), Melbourn Village College and St Peter's School (and Sixth Form), Huntingdon.

We are entering a period of potential growth for our family of schools.



ABOUT US

Continued

CTSN SCITT

The Cam Academy Trust strongly supports the training of new teachers to become qualified members of the teaching profession. It does this through its extensive and significant role as the accredited organisation of [Cambridge Training Schools Network](#) [CTSN] SCITT.

As a school-based provider of initial teacher training, CTSN SCITT is very much grounded in the life of its local schools and its tutors are experienced practising teachers drawn from, not only Cam Academy Trust schools, but also a wide network of schools across the region. There are over 100 trainees training with the SCITT this academic year across its primary, secondary, part-time, full-time, salaried, and non-salaried routes. It is notable that 47% of the secondary trainees teachers are in shortage subjects. Such is the strength of CTSN's reputation; over the last three years more than three-quarters of its trainees were employed in local schools.

Maths Hub

The Cam Academy Trust is proud to be the base for the [Cambridge Maths Hub](#) which is promoting excellence in maths teaching across Cambridgeshire, Peterborough, West Suffolk, King's Lynn and West Norfolk.

The Hub supports teachers to improve educational standards for students in our region from the youngest child in Early Years to Post-16 students.

The Cambridge Maths Hub offers free, high-quality Professional Development to Maths teachers across the Hub area.

The Cabins

Our [Cabins](#) work in close partnership with schools to provide autistic students with an opportunity to be educated in mainstream settings.

We set high expectations for students but provide significant support from highly skilled and caring staff whose dedicated support helps pupils to cope with the challenges that they face

All our cabins strive to ensure that every pupil attains the highest possible academic achievement and that they consistently experience innovative and inspiring teaching.



THE VACANCY

Comberton Village College

Design & Technology Technician

Part time/Permanent

Scale 3, point 5 (range 5-6) £23,500 - £23,893 FTE

25 hours per week 8.30am – 2pm (including 30 minutes unpaid lunch break)

5 days per week - (Flexible working hours negotiable)

Term time only, plus 5 professional days

Actual starting pro-rata salary of £13,618.76 based hours and weeks worked.

Required September 2024

Comberton Village College is looking to appoint an enthusiastic and motivated Design & Technology Technician to join our friendly, collaborative, and hardworking team.

The successful candidate will share a common enthusiasm for Designing and Making and for educating pupils across all specialisms of Design & Technology. A knowledge of working with materials, CAD & CAM and carrying out workshop-based practical tasks is preferable. It is essential to be able to implement safe working practices.

You should be well organised and self-motivated, flexible and hard-working. You should have a high level of accuracy and attention to detail, be proficient in IT and be able to build and form good relationships with students and colleagues. Liaising effectively with staff is essential.

The role focuses on supporting teaching and learning in the areas of resistant materials, product design, construction, electronics, graphics and CAD CAM. The successful candidate may have a particular interest and aptitude for working with wood, metal and plastics. Experience in computer-aided-design and manufacture would be an advantage. The safe running of the department is a key responsibility and will involve the maintenance of machines, tools and equipment, plus adhering to health and safety guidelines.

We have a range of traditional and modern facilities and are continually trying to improve our provision. We have four well-equipped workshops, a dedicated Construction room and two dedicated computer suites. There is a large, dedicated Technician's preparation area, machine shop and stores, plus an office area. Equipment and machinery include: a circular table saw, planer/thicknesser, pillar drills, wood lathe, laser cutter, 3D printers, milling machine, CNC milling machine, plastic forming facilities, welding and braising facilities and sanding machines, alongside all other standard workshop machinery.

Specific responsibilities:

A key part of the role will be the timely and effective ordering and preparing of materials, resources and practical equipment required for lessons. You will also assist class teachers and pupils with the preparation of CAD and CAM work, using our computer-based facilities. Occasionally, you will assist with pupil supervision during practical lessons, ensuring safe working practice. You will make regular checking of tools, equipment, machinery, fixtures, fittings and services and carry out maintenance and repair tasks as required. You will ensure that Health and Safety regulations and Codes of Practice are complied with, for the safety of all staff and students.

Training will be provided and although prior experience is advantageous, it is not a requirement.

You will provide administrative support, using the departmental data base, manage stock levels and the ordering of materials and equipment, and carry out other administrative tasks to support the Design & Technology department.

The ideal candidate will have:

- Good practical, problem solving and communication skills
- Experience and/or an interest in the related fields of Design & Technology, Engineering, Construction, Manufacturing, CAD-CAM or Education
- A positive and enthusiastic approach, with the ability to work within a team, as well as working individually, demonstrating own initiative
- A keenness to support teaching staff to provide great experiences for pupils in the areas of designing, product development and making.
- An understanding of the need for confidentiality and awareness of child protection issues
- The ability to be flexible, committed and reliable, with excellent time keeping

The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

The Cam Academy Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

HOW TO APPLY

To apply for this position, please visit our [website](#) and click apply on this job vacancy as soon as possible but not later than **9am Monday, 9th September 2024**

Please note that we do not accept CVs.

Interviews will be held soon after and will be offered to those applicants who best demonstrate how their skills, abilities and experience meet the person specification, taking into consideration the job description and person specification.

We reserve the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

For further information please contact Katie Burden: Kburden@combertonvc.org

Thank you for your interest in Comberton Village College.



JOB DESCRIPTION

Line of Responsibility

The Design & Technology Technician is directly responsible to the Head of Design & Technology

Job Content

Responsibilities and Accountabilities:

- Prepare and provide all materials, resources and practical equipment required for lessons as ordered by the teaching staff, in a timely and effective manner.
- Setting up and preparation of equipment, tools and materials for workshop use, as requested.
- Ensure that equipment is in good working order and that workshops, preparation areas and storerooms are in a clean, secure, safe and orderly condition. This will include cleaning tasks as required.
- Manage, maintain and improve all aspects of curriculum support in D&T, including exemplar materials, workshops, equipment, resources, stock, storage and safety
- Collaborate with teaching staff, to produce test pieces and exemplar materials, for both teaching and learning purposes
- Support teaching staff and students with the implementation of CAD/CAM aspects of the curriculum
- Organise and operate a materials and stores requisition system to support teaching staff and pupils
- Supporting students in practical work on a one-to-one basis or in small groups, as requested by teaching staff, ensuring adherence to Health & Safety standards and appropriate workshop practice. This may happen outside of the normal D&T class lesson environment.
- Provide technical assistance to students, either individually when they are carrying out activities, investigations or projects, or in-class by assisting or advising students and staff on the practical aspects of the curriculum.
- Show leadership and initiative in developing and managing D&T facilities and resources.
- Contribute to the work of the curriculum area as appropriate and required
- Keep abreast of developments, current initiatives and changes in her/his field and communicate to staff as appropriate.
- Where possible, construct general design and technology equipment.
- Research the availability of suitable equipment, tools, materials, and resources, and suggest alternatives for suitability, sustainability and economy to her/his line manager.
- Ensure that the requisite Health and Safety regulations and Codes of Practice are complied with for the safety of all staff and students, and reporting as required, to the Head of Department.
- Assist her/his line manager in the promotion and observance of a healthy and safe working environment.
- Assist her/his line manager in ensuring the safe and effective operation and use of machinery, equipment, tools, materials, resources and software, for example, CAD/CAM.
- Ensure that staff in the design and technology department are aware of and comply with all health and safety requirements and other relevant regulations, for example, COSHH.
- Make regular checking of department equipment, fixtures, fittings and services. Reporting any faults to the site team and the Head of Department.
- Ensure the safe and effective operation and use of machinery, tools and equipment. Ensure proper maintenance of all equipment and machinery. Carry out or organise servicing and repairs where necessary, in line with applicable health & safety legislation
- Actively supporting the Head of Department in developing and reviewing workplace risk assessments and in maintaining a register of COSHH substances.
- Provide training on health & safety and operation/ use of machinery/ tools to non-subject specialist staff.
- Advise, support and train staff as required, especially in relation to Health & Safety.
- Develop and improve workshop, preparation and storage facilities, including carrying out minor construction work as required

- Liaise with the site team, other technicians across the school and external contractors where necessary
- Contribute to the planning and development of systems, policies and procedures within the department.
- Ensure that correct stock levels are maintained.
- Undertake stock-taking of stationery, materials and books as requested by Head of Department.
- Assist with stock control, compiling purchase orders, liaising with suppliers and maintaining appropriate records.
- Complete order sheets and liaise with the Finance Office.
- Undertake photocopying and scanning of documents as requested by teaching staff.
- Provide support for any staff covering lessons by providing them with any cover work set by staff and textbooks, paper, etc.
- Complete various administrative tasks as requested by the teaching staff and the Head of Department, eg, data inputting, timetabling, schedules, filing, etc

To liaise with all Design Technology Department Staff and in particular the Head of Design & Technology. The Design & Technology technician should be prepared to keep up to date in all matters relating to the job. They should also be prepared to undertake any additional tasks, professional development and training as required and negotiated by the Head of Design & Technology.

This job description will be reviewed annually.



Six Core Principles

At the heart of our work lie the six core principles of The Cam Academy Trust.

These drive everything that we do.

The excellence principle

Educational provision must be excellent. Reasonable or even 'Good' is not good enough. We seek the very best education for all pupils in our schools. This implies that academic progress will be very high for all of our pupils however it is measured. Very specifically, we aspire towards pupil progress measures that would suggest our schools have pupil progress measures in the top 5% nationally.

The comprehensive principle

We hold to the comprehensive ideal for our schools. This implies that our schools accommodate pupils of all types, including all types of academic starting points and abilities. We are clear that all pupils of all abilities can thrive and make excellent progress in the same school. It is for us to ensure that this is a reality. As well as all individual pupils of all types excelling in our schools, we believe that pupils benefit from sharing their education with pupils of all types from all backgrounds. This is seen as part of the educative process.

The broad education principle

Education in our schools should be broadly based and incorporate a broad educational experience for all pupils. This includes strong provision of the Arts, Sport and Physical Education and Technological Education as well as academic subjects. It sees personal development, well-being, leadership, creativity and citizenship for every pupil as core to educational provision. Wider education, often achieved through enrichment and extra curricular activities, is also vital. It is often through this that key skills and attributes are developed in young people that we see as fundamental to their development as young citizens. It means that programmes such as the Duke of Edinburgh scheme are common in our schools.

The community principle

We are clear that our schools should be at the heart of their communities. This outlook might reasonably be characterised as the 'Henry Morris' vision for schools. We want our schools to be more than 'just schools'. Our schools provide significant value added to their local communities and they provide facilities and services that are available to all in their communities throughout the day, week and year. It is common for there to be thriving adult education programmes run from our schools as well as many other community activities and groups. Safeguarding the young people in our schools is our foremost priority. This can readily identify where pupils need help and provide it quickly. We will also prioritise support for the wellbeing of members of our community, including our staff

The partnership principle

We expect our schools to work in partnership with others for mutual benefit. It is not acceptable for our schools to be islands and seek to plough their own furrows. It is right to work with and support others and we know that schools do better by seeking to behave in this way. Most obviously this applies to other schools in the Trust. At the heart of our Trust is the educational value added that can benefit our schools through the sharing of ideas and resources. However, the partnership principle goes beyond the Trust and implies that our schools will work with other schools (rather than separately from or in competition to them) as there is benefit to all in doing this. Further, we seek to partner other organisations where there can be mutual benefit in so doing.

The international principle

All our schools should have a clear international emphasis in their educational provision both within and beyond the formal curriculum. A strong international aspect to all young people's education is seen as crucial both in its own right as a proper part of any meaningful education and because it is crucial for the positive functioning of all societies. This clearly means a firm commitment to the quality teaching and learning of foreign languages in all our schools. However, it means more than that in terms of international themes running through the curriculum in our schools and rich extra-curricular international opportunities including trips and exchanges. Our schools work towards achieving the British Council International Award. These fundamental principles guide the aims and values of all of the Academies in our Trust.

PERSON SPECIFICATION

Design & Technology Technician

	Essential	Desirable	Evidence
Qualifications and Experience	<ul style="list-style-type: none"> GCSE grades or equivalent for Maths and English at Grade 4 or above A relevant technical qualification or working experience Practical experience in working with materials, tools, machinery and equipment Good standard of education or working experience, therefore being both numerate and literate 	<ul style="list-style-type: none"> Broad range of experience related to designing and making or Engineering Current Health & Safety Qualifications relevant to working with Workshop tools, machinery and equipment Full driving Licence Current First Aid Qualification Working with or relating to young people 	<ul style="list-style-type: none"> Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge	<ul style="list-style-type: none"> In depth knowledge of the working characteristics and properties of one resistant materials area or electronics Good knowledge of safe working practices in relation to the handling and usage of hazardous tools and equipment Awareness of relevant Health & Safety issues, including manual handling 	<ul style="list-style-type: none"> The structure of the Design & Technology National Curriculum and courses across different key stages and specialisms Working knowledge of behaviour management strategies Working knowledge of completing risk assessments 	<ul style="list-style-type: none"> Application form Letter of application References Interviews
Skills and Abilities	<ul style="list-style-type: none"> Problem solving skills Practical skills ICT skills Working knowledge of maintaining and repairing workshop tools and equipment. Ability to work independently with a number of resistant materials. The ability to work both individually and as part of a Team Professional attitude Organised and self-motivated Able to work efficiently to meet deadlines Able to follow direction and work in collaboration with 	<ul style="list-style-type: none"> Computer-Aided-Design (CAD) skills Computer-Aided-Manufacture (CAM) skills Engineering or product development skills Practical skills in a range of material areas and specialisms Electronics practical skills Able to work with and repair electrical, mechanical and CNC equipment Able to occasionally work under pressure Experience of training staff 	<ul style="list-style-type: none"> Application form Letter of application References Interviews

	<p>her/his line manager.</p> <ul style="list-style-type: none"> • Able to work flexibly to meet deadlines and respond to unplanned situations. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Producing outcomes of high professional standards and quality, with attention to detail • Ability to work using own initiative and to be proactive • Ability to always remain calm and professional • Interpersonal skills to communicate effectively and professionally with staff, students, parents, and other outside agencies (by phone and in person) 		
Other Requirements	<ul style="list-style-type: none"> • Willingness to participate in continued professional development and training • Highly motivated and enthusiastic • Good sense of humour • Committed and reliable • Excellent timekeeping • Ability to carry out tasks in line with the heavy physical nature of the role • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 	<ul style="list-style-type: none"> • Desire to support wider / extra-curricular activities • Flexibility of working hours 	<ul style="list-style-type: none"> • Application form • Letter of application • References • Interviews

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BENEFITS

We offer the following benefits, designed to promote your wellbeing and make your time with The Cam Academy Trust satisfying and rewarding.

Core benefits

- Paid leave – enhanced sick pay, maternity pay, and adoption leave pay (linked to service) and paid leave for unforeseen personal situations.
- Pension – a generous pension scheme.
- Death in service payment – lump sum payment and an ongoing pension for your partner & children (subject to conditions & membership of our pension scheme).
- Possibility of hybrid working.

Health and wellbeing

- Employee counselling and support – free, independent 24/7 help and advice for work related issues, as well as problems affecting your home life.
- Environment – good working environment with excellent facilities.

Professional development

- Professional development – full and part-funded training courses and a wide range of learning opportunities available to all staff.

Employee discounts

- Car parking – free and on-site.
- Hot drinks – tea & coffee making facilities provided.
- Cycle-to-work scheme – save £££ on a new bike and accessories.
- Subsidised membership to the [Chartered College of Teaching](#).
- Subsidised gym membership at Comberton Sports and Arts.

Work-life balance

- Flexible working – all staff can make a request to work flexibly.

