



Pix Brook Academy Application Pack

DT Technician





CONTENTS

1. Introduction
2. About BEST
3. About Pix Brook Academy
4. How to Apply
5. Job Description
6. Person Specification

www.bestacademies.org.uk



INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

Cathy Bailey

HR Manager

cbailey@bestacademies.org.uk

Tel: 01462 229925

Pix Brook Academy

Arlesey Road, Stotfold, Bedfordshire SG5 4HB

www.pixbrookacademy.co.uk

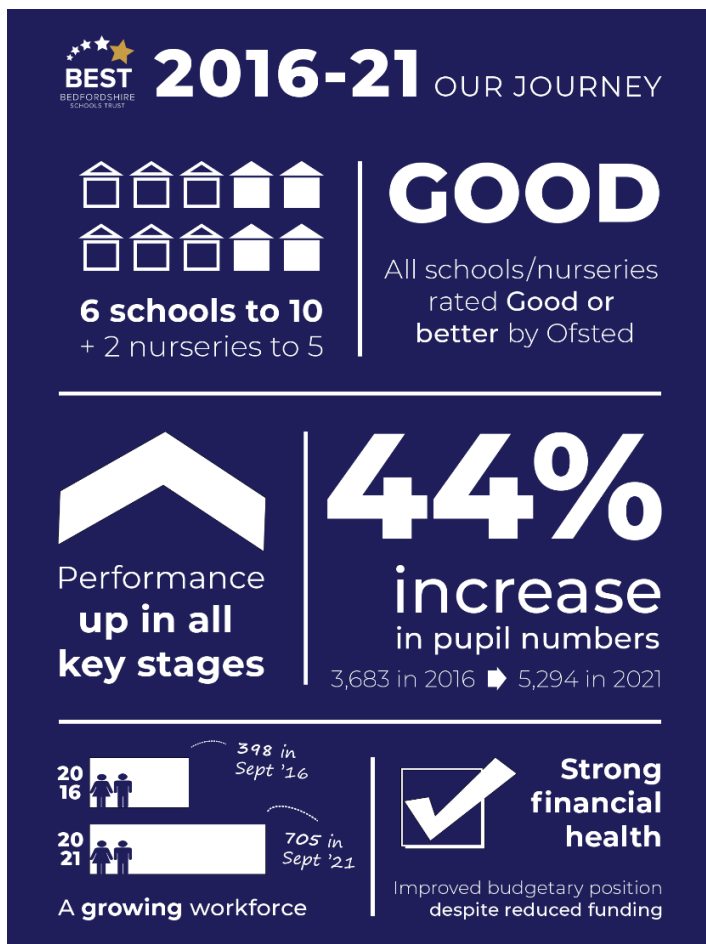


ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 10 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire.

We now educate more than 5,000 children across the area, from nursery age to advanced level study, and have over 700 members of staff.



This infographic charting the journey of our trust was originally created for our 5 Years of BEST commemorative brochure which was produced in September 2021 – a digital version is available to read on our website



It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The first five years of BEST have been a real success story – and we are looking forward to an exciting future, too.

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



ABOUT PIX BROOK ACADEMY

Welcome from the Principal

Thank you for your interest in the DT Technician position at Pix Brook Academy.

Pix Brook Academy opened in September 2019 to its first group of Y5 pupils. Working from brand new facilities in the village of Stotfold the school offers a fantastic opportunity for a colleague to join a school as it grows. This position would suit a candidate who is looking to develop their career or accept a new challenge in a highly supportive and forward-thinking school.

The school includes all the facilities and resources expected of a brand-new school and provide a genuinely outstanding teaching environment

The school is part of the BEST multi academy trust which is based in Central Bedfordshire and includes a number of lower, middle and upper schools. The trust benefits from a teaching school and is both well established and supported. The bespoke design of the building is intended to provide the ideal learning environment and will suit both primary and secondary pupils. In 2025 the current plan for the school is to develop into a secondary school catering for pupils from Y7 to Y11.

Currently the school recruits from the lower schools in the surrounding area all of which are either OFSTED outstanding or good schools. Parents are highly supportive of the school and its ethos.

I am unapologetically ambitious for the people at the school, both staff, pupils and the school itself. I believe that we should be highly aspirational in our goals for ourselves and our pupils and that we have a responsibility to ensure we make a difference. If you feel the same then this is an unparalleled opportunity to make your mark on a school where the curriculum and pupil experience is limited only by your imagination. If the opportunity to build your career within a new school, to join a small team of committed, innovative and energetic staff who are determined to provide an outstanding pupil experience then I would be delighted to hear from you.

If you would like an opportunity to visit the school please contact Cathy Bailey on cbailey@bestacademies.org.uk

Steve Adams

Pix Brook Academy Principal



ABOUT PIX BROOK ACADEMY

Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school.

Membership of the Trust means that opportunities available to staff are varied and wide-ranging. The Trust includes good relationships with a Teaching School offering training and development opportunities for all staff. The growth and development of Pix Brook

Academy ensures that there are also many opportunities for staff to rapidly progress their careers if they so wish.



We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop their career within the profession at Pix Brook Academy and beyond. In return for your commitment and hard work we offer:

- Fantastic learning environment in new facilities.
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning.
- Supportive, experienced team.



- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression as the school grows.
- All teachers receive a new laptop.
- All classrooms have 21st century technology including Clevertouch interactive screens.
- Subsidised membership to the Pendleton Gym. (Two minutes from the school).
- Support from the BEST multi academy trust for CPD including the full suite of NPQ's.
- Rural location with extensive parking yet only 35mins from King Cross.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, Sunday 16th June 2024

Interview date: TBC

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

JOB TITLE:	Design Technician
BASED AT:	Pix Brook Academy
RESPONSIBLE TO:	Head of DT/Vice Principal
SALARY/GRADE RANGE:	Level 2D Points 4 – 6 pro rata £23,114 - £23,893 FTE Actual £17,677 - £18,273
CONTRACT:	Permanent and Part Time (32.5 hrs / wk) Hours- 8am-3:00pm Term time only plus 5 staff training days plus key school events

ABOUT BEST:

Bedfordshire Schools Trust (BEST) comprises ten flourishing academies and five nurseries delivering first choice education, from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

PURPOSE OF ROLE:

Required to work within school in supporting teachers with practical lessons in Food & Design Technology and Art. Due to the nature of the role, the postholder may be required to wear protective clothing for their own safety.

DUTIES AND RESPONSIBILITIES

- Provide Technical Support – Design Technology
- Manage the Technology workroom and ensure it is resourced, organised and developed as directed by the Subject Leader, to meet the performance standards required by the department.
- Meet with the Subject Leader weekly to plan a schedule to maintain equipment and ensure equipment is ready for forthcoming curricular and extra-curricular activities
- Provide support to the teaching team by preparing a range of materials, equipment and tools that will be used in lessons. This includes general ADT equipment, wood, metal, plastics and textiles.
- Report where necessary any Health and Safety issues to the Premises Manager and Subject Leader.
- Ensure safe storage, safe treatment, safe disposal of equipment and materials, monitor the condition of electrical apparatus including hazardous substances, taking account of safety procedures and COSHH regulations to ensure safety of the pupils and staff.
- Clean and undertake basic maintenance routines on equipment and tools used in classrooms/workshops.



- To provide support to students during lessons and extra-curricular workshops in the use of equipment and resources (i.e. demonstrating how to use equipment or resources)
- To arrange for annual servicing and repairs to equipment, as required.
- Take responsibility for the safe storage of students' work and for stocks of materials within the range of ADT subjects.
- Undertake stocktaking, replenishment and ordering materials as required by teaching staff.
- Prepare displays of students' work in the Art/Technology room and shared areas.
- To maintain a standard of Health and Safety in and around the Technology workshop. Reporting any concerns as required.

Health and Safety

- Ensure that the local, national and the Schools Health and Safety regulations are implemented within area of responsibility
- Comply with all health and safety requirements and undertake risk assessments as appropriate
- Advise students and staff on appropriate health and safety issues
- Use facilities and equipment and to carry out work activities in accordance with the information, instructions and training provided by the school and information supplied by equipment manufacturers or suppliers
- Co-operate with the management of the school in meeting its health and safety obligations
- Ensure all specialist electrical equipment is correctly shut down at the completion of each working day
- Ensure that all potential hazards are made safe immediately or, if appropriate, at the completion of each working day
- Ensure that all 3 departments are left tidy and appropriately secured at the end of each working day.

General Responsibilities

- To be aware of and work in accordance with the school's safeguarding policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty
- To produce risk assessments, user manuals or training procedures in line with the Academy's procedures
- To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection)
- To maintain confidentiality of information acquired in the course of undertaking duties for the department
- To be responsible for your own continuing self-development, undertaking training as appropriate
- To attend and contribute to relevant management meetings within the Academy as and when
- To uphold the ethos and standards established within the Academy and contribute to improvement at all levels
- To undertake other duties appropriate to the grading of the post as required
- To attend CPD/INSET when required to do so

Note

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the BEST Principal to undertake work of a similar level that is not specified in this Job Description



PERSON SPECIFICATION

Attributes	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> Educated to GCSE level (or equivalent) with English and Maths at A* - C (4-9) Able to access and use CLEAPSS resources 	<ul style="list-style-type: none"> First Aid Qualifications
Professional Experience	<ul style="list-style-type: none"> A minimum of two years' work experience in a similar support role. Ability to work with a minimum of supervision and within a team. Able to evaluate teachers / student requests and advise according to Health & Safety and resources available. 	<ul style="list-style-type: none"> Experience of working with children. An understanding of the curricular requirements of the school to include statutory requirements Minimum of 2 years previous experience working in a school science environment
Professional Skills & Knowledge	<ul style="list-style-type: none"> Evidence of clear focused communication both written and verbal Understanding of the educational system Knowledge of MS Office packages. Excellent communication skills and the ability to communicate effectively Ability to organise and prioritise tasks effectively Good organisational and interpersonal skills 	<ul style="list-style-type: none"> Awareness of Keeping Children Safe in Education Awareness of GDPR and confidentiality
Personal Qualities	<ul style="list-style-type: none"> A commitment to equality principles Ability to work on own initiative and to work effectively as a member of a team Ability to build personal relationships Well-presented and personable Good interpersonal skills including the ability to communicate well with adults and children Good attention to detail Flexible, highly organized approach to workload Pragmatic and creative approach to problem solving A commitment to equality principles and practices Ability to work well in a busy environment 	
Physical	<ul style="list-style-type: none"> Able to perform all the physical duties and responsibilities of the post 	
Other	<ul style="list-style-type: none"> Values and respects the needs and views of young people Must be able to obtain appropriate DBS clearance (before post is taken up) 	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

