**Specialist Technician**

**Individual roles in Science, Physical Education,**

**Expressive & Performing Arts (including Art)**

# Welcome

Thank you for your interest in the currently advertised position of Specialist Technician at North Huddersfield Trust School.

We are looking to appoint full time Specialist Technicians in each of the following areas: Science, Physical Education, Expressive & Performing Arts (including Art).

The school opened in 2011 and has almost trebled in size since then.  This academic year, we have over 986 students on roll including oversubscribed intakes of 210 in each of Years 7, 8 and 9. We were inspected by OFSTED in May 2022 which confirmed our status as a good school, describing ‘a welcoming and vibrant atmosphere’ where ‘the diversity of the school and community is celebrated’. It also confirms the curriculum ‘sequences what pupils need to learn’ and is designed ‘to enhance pupils’ cultural capital and understanding of the world’. As a school that is fully committed to inclusion, the report highlights that ‘pupils are calm and patient’ and that ‘staff help to build and manage positive relationships’.

We are at an extremely exciting phase of our development led by a supportive and proactive senior and middle leadership and a dedicated team of Lead Practitioners that help colleagues develop research informed best practice tailored to meet the needs of our students.   We have a healthy mixture of staff who are relatively new to the school and many who have worked here for a much longer period of time.  In the last three years, the curriculum has been completely overhauled and the way it is delivered reformed and refined, so that it matches the ambition we hold for every student.  We have an established Student Parliament which is an integral element of our leadership programme designed to give a voice and an influence to the people we believe will shape and transform society.

As Headteacher since May 2019, I am in the privileged position of leading the school in its quest to provide a safe and happy environment in which our students thrive.  Recruiting staff with the potential to make a significant contribution to this is crucial.

Please take the time to read the contents of this pack carefully and to look at our website which provides lots of information about the school, its values, links and identity.

I hope that, having read through all the available information, you are keen to submit an application and look forward to receiving it.

Thank you again for your interest in the position and, should you choose to make an application, I wish you the best of luck.



Andrew Fell

Headteacher

# Vacancy Details

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| **Specialist Technician**  |
| **37 hours per week, term time + 10 days**  |
| **Permanent Appointment**  |
| **Grade 7 (actual salary £24,442 - £25,727)** |
| **Closing date: 9am Tuesday 9 July 2024** |
| **Start Date: ASAP** |

North Huddersfield Trust School is recognised by Ofsted as a 'Good' school and has been described in the most recent inspection as having “a welcoming and vibrant atmosphere.” We pride ourselves on the fact that the “diversity of the school and community is celebrated.” Our ambition for our students and our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both for both staff and students.

We are looking to recruit a Specialist Technician who will, play an active role in the work of their department area, including responsibility for the preparation and clear up of practical teaching and learning, including ICT facilities and ensuring that all teaching spaces are fit for purpose, safe and ready to use.

We welcome interest from potential applicants who represent the diversity of our school and local community.

If you would like to arrange an informal discussion of the role, or arrange a visit to the school please contact Nora Brown at nbrown@nhtschool.co.uk.

**Please apply through**[**My New Term**](https://mynewterm.com/school/North-Huddersfield-Trust-School/136502). The closing date is **9am Tuesday 9 July 2024**.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.**

***In line with KCSIE 2024 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.***

**Job Description**

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| --- | --- |
| **Role** | Specialist Technician |
| **Grade (SCP)** | 7 |
| **Weekly hours** | 37 hours per week, term time plus 10 days  |

**Role Summary**

Play an active role in the work of their department area, including responsibility for the preparation and clear up of practical teaching and learning, including ICT facilities and ensuring that all teaching spaces are fit for purpose, safe and ready to use.

**Key Responsibilities**

1. Support the department
2. Monitor and report any Health & Safety issues to the Premises Manager
3. Administration
4. Staff Management around specialist equipment and training of staff if required
5. General tasks linked to the smooth running of the department

**Duties**

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| --- | --- |
| **Key accountabilities** | **Key tasks** |
| Departmental support | * Play an active role in the work of their department area, including responsibility for the preparation and clear up of practical teaching and learning, including ICT facilities and ensuring that all teaching spaces are fit for purpose, safe and ready to use
* Responsible for the care of specialist equipment needed in that area to ensure that they are ready to support teaching and learning
* Ensure teaching spaces and stock rooms are clean and well maintained
* Ensure that practical areas within the department adhere to regulatory requirements and provide a safe working environment for staff and students
* Offer practical classroom assistance as directed by the Curriculum Area Leader (CAL)
* Test new equipment and develop new practical work in consultation with the CAL and train department staff if required
* Research and advise on best practice and new methods to enhance teaching and learning and keep up to date with Health & Safety updates relating to any specialist equipment
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| Health & Safety  | * Responsible for safe recording, storage and disposal of materials in line with regulatory requirements (with external support if required)
* Contribute to appropriate risk assessments with the support of the CAL
* Ensure external and internal routine safety checks are undertaken and any corrective work is reported and completed
* Advise cleaning staff and others of potential hazards and safe working practices
* Inspect, maintain and ensure correct use of safety equipment where possible, or seek external specialist support where required
* Give health and safety advice to staff and students
* Keep up to date with health & Safety requirements and meet regularly with the Premises Manager to discuss any matters linking to that department area
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| Administration  | * Responsible for stock control, including working alongside the finance team to ensure that NHTS protocols are adhered to
* Keep accurate records, including stock control, equipment inventories and regulatory compliance
* Attend meetings as directed by line manager
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| General  | * Always uphold the school’s PRIDE agenda
* Adhere to strict standards of confidentiality
* Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance
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This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

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| **Reports to:** | Advanced Practical Skills Manager |
| **Responsible for:** | - |

**Person Specification**

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|  | **ESSENTIAL** | **DESIRABLE** |
| Education / training |  | * Maths and English GCSE at Grade 4/C or above, or equivalent
* Any qualifications that may be relevant to the specialist role such as City and Guilds, Higher National Certificates (HNC) or Higher National Diploma (HND) etc.
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| Experience | * Experience of working in a school or educational setting
* Excellent IT skills
 | * Experience of working with children aged 11-16
* Previous experience in a technical/practical role
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| Specialist knowledge / skills | * Experience linked to the specialist role bring applied for
* Ability to maintain accurate records
 | * A firm understanding of health and safety regulations in a school technical setting
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| Personal skills | * Excellent attention to detail
* Well organised and team spirited
* Ability to prioritise tasks and meet deadlines
* Outstanding communication skills
* Professional resilience
* Enthusiastic and an outstanding role model for students
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| General | * Excellent understanding of safeguarding guidance
 | * A good understanding of school policies
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**Please use the above person specification to inform your supporting statement which should be no longer than 2 sides of A4.**

The interview panel will assess each candidate against the above criteria, expecting candidates to demonstrate knowledge and understanding of each area and showing evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the context of our school.

References will also be used to assess the ability of candidates against these criteria.

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