



HEDDINGHAM SCHOOL AND SIXTH FORM

Candidate Information

Design and Technology Assistant

ACHIEVEMENT & EXCELLENCE



**HEDINGHAM SCHOOL
AND SIXTH FORM**
ACHIEVEMENT & EXCELLENCE

April 2022

OFFICIAL SENSITIVE

Dear Candidate

Thank you for your interest in this position.

Please find enclosed an Application Pack outlining the process you should follow. I appreciate the time and effort it takes to prepare and make an application and I thank you in advance. When writing your Letter of Application, please address the job description and person specification enclosed and explain why you are now equipped to move into this role, specifically at Hedingham School.

The closing date for applications is Friday 13 May 2022.

Should you wish to discuss the role prior to making an application please contact Mr James Gamble on 01787 460470 or email hed.gamblej@hedingham.essex.sch.uk.

I look forward to receiving your application.

Yours sincerely

Andrew Harvison
Headteacher

Headteacher • Andrew Harvison BSc (Hons) PGCE NPQH

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Approved
Centre



Hedingham School and Sixth Form Mission Statement

Hedingham School seeks to create a challenging and stimulating learning environment that encourages high expectations for all learners. Students are prepared for life in the 21st century through a safe, caring and supportive environment. We strive to foster positive relationships with students and staff, offering mutual respect for all members of the community.'

Our School Motto is:

'Ready', 'Respect', 'Safe'

Vision

This vision is driven through our school curriculum. Our aim is to ensure that the curriculum delivers the following principles:

- To provide the **knowledge and skills** required to be successful learners
- To create **resilient and independent** learners who are able to meet the challenges of the 21st century
- To **prepare** learners for the next step in their education
- To **broaden their horizons** through a rich and varied **enrichment** programme
- To encourage learners to be **active citizens** who contribute positively to the **community**

DESIGN AND TECHNOLOGY DEPARTMENT

Design and Technology Technician

Salary LGS Scale 4 Point 6-7

Effective Date September 2022

DESIGN AND TECHNOLOGY DEPARTMENT

All students up to the age of 14 study Design and Technology with many opting to study the subject at GCSE level. Students can make a wide variety of products using materials such as timber, metals, plastics, textiles, electronics and food. A significant number of students go on to study Design and Technology at 'A' Level. Students work on a range of projects where they design and make products which could be sold commercially. As well as learning about materials and equipment, all students are expected to work under Health and Safety guidelines.

Technician staff are encouraged to work with both teaching staff and students in the preparation of materials and equipment for lessons.

Ofsted recognised the work of the department by quoting that "the level of commitment and teamwork amongst teachers, including their support staff is highly commendable. Overall, this is a very good department".

STAFFING

The Design and Technology Learning Area is led by James Gamble. It comprises five members of teaching staff and two technicians as follows:-

James Gamble (Leader of Learning Area)
Carl Rutter (Second in Department)
Julie Powell
Celia Westbrook
Jacqui Pretty

Technicians:

Cheryl Tyler (Food and Textiles Technology)
Vacancy (Design Technology)

JOB DESCRIPTION

The Technician would work mainly to provide support for staff with the preparation of resources for practical lessons. The post holder may also be required to work with individual pupils in order to support their practical work.

Whoever takes on this position will receive accredited DATA safety training at the earliest possible occasion.

The work is varied and rewarding. It will suit an organised person who likes working as part of a team, is willing to learn and who relishes a challenge.

Whilst each technician will have specialist skills, it is expected that both technicians will, from time to time, work across the Design and Technology area as the need arises.

DUTIES

Typical activities undertaken by the Design and Technology Technician include:

- Preparation of materials for individual pupils and classes.
- Maintaining condition of edge tools and other hand-held tools.
- To assist with stock control and preparation of orders for materials, other consumables and small tools.
- Production of racks, containers, teaching aids etc. for department.
- Machine maintenance and repair (cleaning dust collection, changing sanding disc etc.)
- Miscellaneous queries, telephone messages etc.
- To supervise pupils using CAM resources.
- To assist, from time to time, with other issues outside the department, as directed by the Leader of Learning Area.

Attendance at DATA courses including woodworking machinery, abrasive wheels and others that may be necessary to comply with Essex safe working practices, Health and Safety at work and COSHH Regulations.

PERSON SPECIFICATION

ESSENTIAL

The Technician must have such qualities to be able to:

- Work safely with machinery and tools
- Follow required procedures
- Select appropriate techniques for given jobs
- Work on own initiative
- Cope with widely differing demands
- Organise and prioritise tasks
- Enjoy working with young people, helping them to solve practical problems.

SKILLS AND EXPERIENCE

- General carpentry/joinery and/or metal working
- Familiarity with wasting processes (sawing, chiselling, drilling etc.) in a wide range of materials.
- Flexibility to cope with change
- Ability to work in a team
- ICT literate
- Have good relationships with students and colleagues
- Capable in a wide variety of practical skills
- Have an interest in the design and manufacture of products