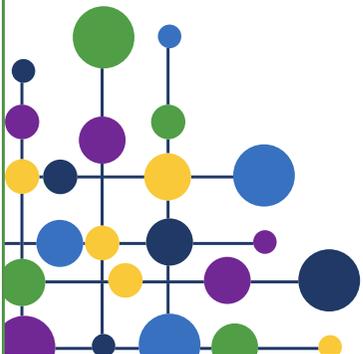


Shelley College

Design Technology Technician

Application Pack – November 2021



Welcome from the CEO



Dear Applicant,

Thank you for taking an interest in the vacancy here at Shelley College. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post, please do not hesitate to contact us if you need anything further.

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

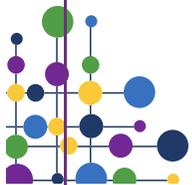
It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

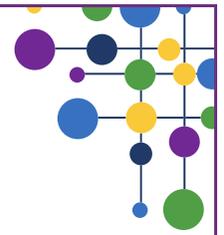
I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

A handwritten signature in black ink that reads "John McNally". The signature is written in a cursive, slightly slanted style.

John McNally
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of three secondary and five primary schools in West Yorkshire. Our schools are: Shelley College, Huddersfield; Heaton Avenue Primary School, Cleckheaton; Millbridge Junior, Infant and Nursery School, Liversedge; Woodside Green Primary School, Cowlersley; Royds Hall Community School, Lily Park Primary School and Luck Lane Primary School, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than six hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.

If you share our passion for challenging, improving and making our schools the best they can be, we'd love to hear from you.

Shelley College is an amazing place to learn and work and our philosophy of 'Valuing People, Supporting Personal Best' sits at the centre of everything we do. Our belief is that people achieve the best outcomes when they enjoy what they're doing, feel safe and are rewarded for their commitment and success. We therefore support and invest in our students and staff, whilst maintaining high expectations. As part of our commitment to invest in all staff, we offer a comprehensive CPD package tailored to the priorities of the college, but more importantly to the personal needs of each member of staff.

We enjoy many advantages at Shelley College. As a partner school in SHARE Multi Academy Trust, a National Support School and National Teaching School, we are at the centre of a network that aims to provide the very best professional and career development opportunities. Whatever your role or whatever your career plans, we can help you achieve them. We define effective leadership as "getting the best out of other people and helping them achieve their best" and that is what your line manager will try to do for you.

As Principal, but also as a parent, I regularly ask myself "would that be good enough for my son or daughter?" If the answer is no then we implement the necessary changes to drive continued improvement. I believe that this philosophy helps keep our students at the centre of what we do and how we do it. Delivering high quality teaching and learning in a safe and orderly environment, along with an inclusive and personalised curriculum allows our students to achieve the best possible outcomes. Students leave Shelley fully equipped with the life skills, experiences and educational outcomes to have a happy and successful future.

Added to that, we possibly have the best rural location of any secondary school in the country, close enough to the cities of Leeds, Manchester and Sheffield for many of our staff to travel from these

areas. Our staff are friendly and supportive of each other and there is a strong sense of a committed team working together.

Our students, of course, are at the heart of what we do and it is essential, whatever position you are applying for, that you relate well to children and young people. The students at Shelley College are a pleasure to work with; they are keen to learn, talented and very well-behaved.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



Dave Wadsworth
Principal



We are part of the SHARE Multi-academy trust and Green Light Teaching Alliance. This means we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice across the trust.

We are a school which has an innovative curriculum that allows staff the flexibility to create an inspiring, exciting learning journey for all our pupils/students enabling them to develop into active citizens of the future, empowered to make their best contribution to society.

The Curriculum is developed in a thematic and practical way that engages both our employees and children/young people. We seek ways to make our curriculum even more interesting every year. Lessons are expected to be fascinating, engaging, exhilarating, and demand that pupils/students think for themselves whilst ensuring pupils/students see a purpose to their work. A wide range of learning styles are used ensuring personalised learning is at the heart of what we do.

The teams include teachers and support staff, all of whom work together to deliver the agreed curriculum to all the children/young people. Together they assess pupils/student progress and achievement discussing to ensure each learner's self-confidence and self-esteem rise quickly, developing their thirst for learning

We can offer a strong team spirit and very high staff morale, which has created an open and supportive environment where staff can be innovative in accelerating pupils/students learning.



SHARE Multi-Academy Trust

Technician Role Profile

Role Title	Technician	Reporting to	Director of Design and Technology/Science
Section	Design and Technology		
Contract type	Permanent – 31hrs per week Term time plus 1 week	Grade / Salary	Band D – £14,599 - £15803 (actual salary)

Part A – JOB DESCRIPTION

Overall purpose of role	<p>To work as part of the Technology team, providing practical support to teaching staff and students across the department.</p> <p>To efficiently manage store rooms, stock levels, resources and specialist facilities ensuring a positive student experience and a safe working environment.</p> <p>Committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of the post.</p>
Key Outputs	
<ol style="list-style-type: none"> 1. Ensure that the correct equipment is available in a classroom at the right time, with particular attention where a teacher is absent and as per their cover lesson notes. 2. Responsible for setting up of demonstration practical's, ensuring that they work effectively and are cleared away 3. Preparing and priming surfaces for students to work on in the workshops. 4. Under the guidance of teaching staff provide one to one support to students or working with groups of students on pre-planned activities, to reinforce the teachers' approach and to support the learning to maximise student progress and achievements. 5. Give appropriate technical advice to teachers, technicians and students. 6. Assist with preparing photocopies and resources to support teacher and student needs. 7. Undertake varied roles and responsibilities (e.g. supporting the class whilst the teacher works with a specific group etc.) within the classroom under the direction of the teacher; helping to accelerating and measuring student progress. 8. Operate all relevant information and recording systems including cataloguing, filling and inventories, and legal records as they relate to the health and safety and equipment/appliance testing. 	

9. To be responsible for a number of elements relating to health and safety within the department including:
 - a. the safe storage and/or disposal of equipment, materials, chemicals and hazardous waste materials in line with recognised procedures and contribution to the production of appropriate risk assessments for these
 - b. advice to departmental cleaning staff and others as necessary of potential hazards and of safe working practices within the department
 - c. Inspection, maintenance and ensuring the correct use of safety equipment
 - d. Giving health and safety advice to technical staff, teachers and students
 - e. Supporting the HOD and facilities manager in conducting department risk assessments for the use of departmental machinery and equipment
 - f. Consult with appropriate bodies (Facilities Manager) ensuring that routine safety checks on equipment, COSHH cupboards, pressure vessels, first aid kits etc. are carried out and that electrical and other safety checks are undertaken in line with health and safety requirements
 - g. Keep up to date with health and safety requirements and with developments in the subject (attending courses and reading publications)
10. Operate an efficient system for ordering, stocking, storing and distributing items used in the relevant department, including associated record keeping and receiving and checking deliveries and associated invoices.
11. Operate a loan system for equipment internally, advising on suitable materials, tools and equipment and practical work.
12. Maintain records of department accounts in line with the recognised financial procedures.
13. Security, maintenance, logging and handling of cameras and iPads/chrome books and other technical and ICT equipment in liaison with the school ICT Technicians. Ensuring equipment is maintained and ready to be used at any point.
14. Ensure all areas are kept secure, tidy and organised with regard to efficiency, Health, Safety and security issues, broken or malfunctioning equipment. Deal with issues where possible, effecting simple repairs when required – discuss with HOD/Second in Charge and staff as necessary.
15. Ensure the maintenance of materials, stock and apparatus and repair of all machinery and equipment to required standards, including obtaining estimates for more complex repair work.
16. Responsible for the specialist cleaning of machinery, tools, equipment and materials as used by teaching staff and students, liaising internally as required.
17. To design, construct and modify space/resources, to ensure best and safe working practices for students and staff.
18. Test new equipment and devise practical work in consultation with the curriculum leader.
19. Recommend the purchase of specific items of equipment, researching costs and raising orders in consultation with the Head of Department.
20. Accompany students and teachers on trips and visits both on and off site as required.
21. Make petty cash purchases ensuring maximum efficiency and value for money.
22. As part of your wider duties and responsibilities you are required to promote and actively support the College's responsibilities towards Safeguarding. Safeguarding is about keeping people safe and protecting people from harm,

neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

23. Carry out your duties with due regard to current and future College policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and on-going performance development and through College communications.

24. Any other responsibilities commensurate within the requirements for this role or as directed by the Principal/Associate Principal and flexibility to support colleagues across team as required.

Dimensions (*Financial/Statistical/Mandates/Constraints/No. of direct reports*)

- Range of Teachers and Support Staff approximately 200 across the whole school.
- Range of Students approximately 1400.

Work/Business contacts

Internal: All teachers and support staff to advise how effectively to support students to achieve their Personal Best.

External: External staff, Other Schools, Parents and families.

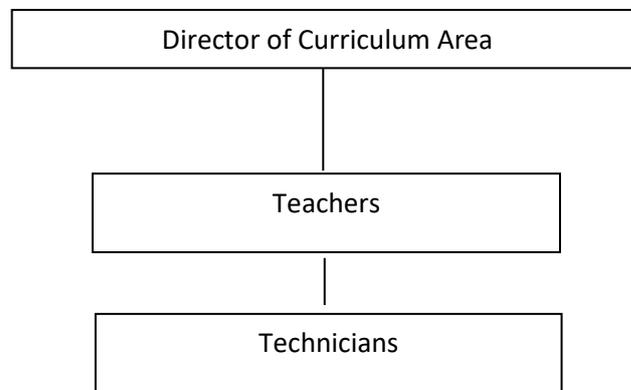
Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• GCSE Maths and English at least to Grade C or equivalent	Essential
• Possession of appropriate qualifications relevant to this role.	Desirable
• Experience of working with children/young people in a school	Desirable
• Ability to show initiative and to work with minimal supervision within an agreed framework	Essential
• Ability to advise and assist students in order to assist progression	Essential
• Ability to prepare teaching materials and resources using ICT	Essential
• Experience of working in a science/food/textiles/design technology environment	Essential
• Knowledge of Health and Safety legislation and relevant COSHH and ESCC regulations	Essential
• Knowledge of a range of design techniques and knowledge of CAD CAM and CNC equipment	Essential
• A willingness to undertake further development/training as appropriate	Essential

- | | |
|--|-----------|
| • Excellent communication skills | Essential |
| • Commitment to the safeguarding of young people | Essential |

Other (Physical, mobility, local conditions)

- | | |
|--|-----------|
| • Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings. | Essential |
|--|-----------|

Structure



Signatures

Approved by : CEO _____

Signed by : Post Holder _____

Date:

To apply, please complete a ShareMAT application form which can be found on the TES website here:

<https://www.tes.com/jobs/employer/-1082675>

Closing date: Monday 15th November 2021