



Design & Technology Technician

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



Letter from the Executive Principal

Dear Candidate,

Thank you for your interest in this exciting role within our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded Individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the determination and expertise to support an excellent DT curriculum, we would love to hear from you.

Kind regards

Mike Wilson

Executive Principal

**St Gregory's Catholic School &
St Simon Stock Catholic School**



St Gregory's students make the world a better place

School vision and values

Our Vision

We provide the students in our care with a world-class Catholic education. We guide our students to understand their own unique value and dignity. Inspired by the life of St Gregory, we empower our students to approach, with vigour, the opportunities of their education; to recognise and realise their potential as servant leaders and use their discernment to choose how they will make the world a better place.

Our Aims

With Christ's **love** at the centre of all that we do, students;

- **live** life to the full
- **learn** all they can about their world in order to
- **lead** lives which change it for the better

Students accomplish this because our curriculum:

- is appropriately ambitious for all our students, including SEND and Disadvantaged students
- is progressive, interleaved and sequenced to develop knowledge and understanding
- provides opportunities to develop and strengthen literacy across all curriculum areas
- provides opportunities for reading
- promotes opportunities for the development of strong relationships, healthy lifestyles and good wellbeing
- challenges students to apply their knowledge and make informed decisions
- teaches our students how to learn and develop scholarly habits so that they become confident, independent learners
- promotes a learning environment in which students discover and develop new talents helping them to become well-rounded individuals
- provides world class opportunities in our schools' four pillars enabling students to gain a strong understanding of how to achieve success through balance in their lives

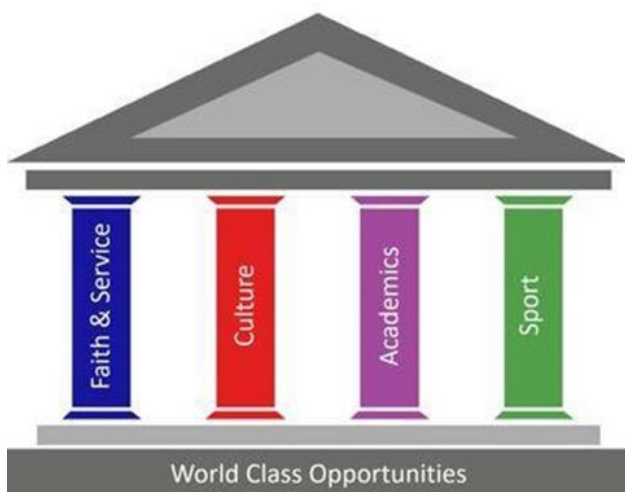
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School vision and values

These pillars provide a framework to focus students as they set ambitious goals for their future.

Our aim, through our curriculum is to develop young people:

- who are happy and feel fulfilled
- who have the confidence, resilience and knowledge to build relationships, pursue active and healthy lifestyles and stay mentally healthy
- who are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- who know how to learn and evaluate their own strengths to make progress
- who can make and articulate informed decisions and are aware of their rights and responsibilities in a global society
- who demonstrate respect, compassion and empathy towards the beliefs and values of others
- who possess the cultural capital they need so that they are not disadvantaged by the social context in which they live



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About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 25 academies of which 20 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



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Role description

An exciting opportunity has arisen for a knowledgeable and enthusiastic individual to join our school as a technician in our Design and Technology department. We seek to appoint an enthusiastic and hardworking person to join our busy department. The role of a technician is to support the department in functioning within all aspects of Health & Safety, preparation of materials, working with small groups of students and maintenance of equipment.

The technician is responsible to the Subject Leader of Design & Technology for:

- The safe and correct preparation of materials as specified by the teaching staff in accordance to the risk assessment.
- The safe and correct storage of all tools, equipment and materials.
- Monitoring and maintaining all safety equipment.
- Routine cleaning, maintenance and repair of equipment.
- Manufacturing pieces of work for classroom use.
- Specialist cleaning and supervision of the machine areas and the Design & Technology teaching rooms.
- Maintaining an accurate inventory of department equipment.
- Manage stock control of consumables.
- Co-ordinating departmental stock re-ordering, utilising appropriate computer programmes particularly CAD/CAM software.
- Assistance with the organisation of exam work.



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Job description

Job Title:	Design & Technology Technician
Salary Grade:	KR5 (£20,595 - £21,693 FTE) Pro rata (approximately £18,249 - £19,222)
Line Manager:	Subject Leader for Art, Design & Technology
Hours:	37 hours per week, Term time only, plus 10 days (40 weeks per year).

Purpose of Job:

The Art Technician's main responsibility is to provide support to teachers in the Art Design and Technology department and to liaise with the other technicians in order to ensure the efficient running of the department's day-to-day programme of varied extra-curricular activities and timetabled lessons.

Key duties and responsibilities:

- Daily cleaning of Product Design workshop rooms including specialist cleaning for fixed machinery.
- Maintenance of tools and equipment in the D&T areas
- Issuing materials to students as and when required
- Making racks, holders for tools and equipment in workshops
- Servicing hand held powered machinery and servicing and sharpening hand tools
- Receiving, sourcing and ordering stock
- Weekly maintenance and cleaning of dust extraction system
- Bulk preparation of materials for KS3 class groups
- Preparing individual materials to students/staff specification
- Making Jigs/templates as required for specific jobs
- Maintaining CAD CAM and processing CAD designs
- Maintaining and developing displays in rooms and around school, e.g. open days/evenings
- Sourcing and ordering specialist equipment in conjunction with staff
- Help with specialist skills/equipment and liaise with departments e.g. art, drama, PE, Site Manager



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Job description

- Collation, photography and dispatch of coursework for all KS 4 & 5.
- Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse.
- Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager.
- Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.

Individuals in this role may also undertake some or all of the following:

- Secure and work with hazardous materials.
- Provide clerical and administrative support as directed.

Benefits of working at St Gregory's:

- A supportive and caring working environment for staff and students
- A research-informed approach to curriculum design and assessment
- Fully planned and resourced schemes of work for KS3 and KS4
- Opportunity to teach KS5 for the right candidate
- Dedicated and bespoke CPD time for all staff each term
- Opportunities to complete external qualifications such as Masters
- Free Gym Membership
- Kent Rewards Scheme



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Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	Level 2 Diploma (or equivalent)	E
	First Aid certificate	D
	Proficient technical, practical and/or computer skills	E
Knowledge & Experience	Skilled in practical multi-tasking.	E
	Knowledge and experience of Art	E
	Knowledge and experience in the demands in a high achieving school environment	E
	Practical problem-solving	D
	A tangible interest in Art and Teaching	D
	Team orientated	D
	Empathy, care, understanding of mindfulness, wellbeing and resilience	D
	Knowledge of Art Materials and Art Equipment	E
	Knowledge of appropriate use of specialist equipment and materials (including handling hazardous substances safely) and ability to communicate this knowledge to staff and students.	E
	Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment	E
	Use of basic technology (computer, video/DVD, photocopier, etc.)	E
Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	E	
Skills, Qualities & Abilities	Empathy with students	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Dedication	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Assembly, disassembly and cleaning of equipment	E

Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach: <https://www.kent-teach.com/Recruitment/Vacancy/VacancyDetails.aspx?VacancyId=115696>

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: Tuesday 18th April 2023

All applicants need to have the Right to Work in the UK to be considered for this role.

This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service.

We are an equal opportunities employer.



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