



Job Pack

Design & Technology and Food & Nutrition Technician

Start Date: ASAP

Full Time, Term Time

Kent Range 5 - £18,704 - £20,121



Weald of Kent
Grammar School

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About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1675 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge site in a brand new Annexe in Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style Sixth Form Study Centre. Both sites are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A level this year. 99% of students achieved 5 GCSEs grades 9 to 4 (including Maths and English). The average GCSE grade was above a Grade 7. We also enjoyed superb A Level results with 66.3% of our students achieving A*-B grades. The average was a Grade B. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

A personalised induction programme
CPD days and a range of workshops
Performance development programme
Mentoring-Coaching programme
Relevant external courses and training

The Team

The Design and Technology team currently consists of a Head of Department; two full time specialist teachers of Design and Technology, one full time specialist Food and Nutrition Teacher and two full time Technicians. There is a supportive and collaborative ethos within the department and we are always open to new ideas. We regularly reflect on our delivery to ensure our students gain the best experience and aim to enthuse creative problem solving. Weald of Kent students are driven, inquisitive and committed to learning. Our results at both GCSE and A Level are excellent and we frequently outperform other schools in our specialist areas.

At Key Stage 3 students develop a broad framework of skills and knowledge across a wide range of Design and Technology and Food and Nutrition disciplines. This provides a strong foundation which enables students to make an informed choice to specialise in one discipline at GCSE; Food and Nutrition or Design and Technology.

At present, in Key Stage 4, we follow the AQA Syllabus and offer full GCSE courses in Food & Nutrition and Design & Technology.

The purpose built Technology block was opened in September 1999, and comprises of two workshops (one with heat treatment facilities); two clean rooms (one of which houses the laser cutter) each with a suite of 20 computers and additional working space; and a recently refurbished (Summer 2015) Food and Nutrition room.

The Post

Job Title: Design and Technology and Food and Nutrition Technician

Reports to: Head of Design and Technology

Team: Design and Technology Department

Hours: 37 per week 8:00 – 16:30, Monday to Friday, term time only including 5 CPD, 39 weeks per year. These hours may be reviewed from time to time to suit the needs of the School.

Breaks and lunchtimes may be staggered against the rest of the school.

Purpose

To provide support to teachers in both departments, enabling them to make even more effective use of their time, professional knowledge, skills and understanding. This role contributes to pupils' learning and will have a significant impact on their achievement, by enabling the delivery of quality lessons within a safe environment.

- To provide practical preparation support within Design and Technology and Food and Nutrition to benefit students learning and teacher efficiency.
- To support students in their work and their production of work on machinery, equipment and in the food room.
- To keep abreast of developments in key areas, to think creatively and constructively to ensure that the job is done in the most effective and time efficient way.
- To review and develop own professional practice so as to further develop the work of the department in the preparation of practical lessons.

General Responsibilities:

- To effectively support the teaching and learning of all students.
- To work as part of the school team and contribute to plans to ensure the school meets its aims.
- To work within the relevant policies, code of practice and legislation, reporting any concerns to the appropriate person.
- Use good communication skills to be able to inform, persuade, inspire and motivate Students and provide feedback to other professionals and parents as required.
- Be familiar with and comply with a full range of policies and procedures relating to child protection, health and safety, security and confidentiality reporting all concerns to the appropriate person to ensure Students' wellbeing.
- Contribute to the overall work/aims of the School, appreciating and supporting the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.

Accountabilities:

- To prepare materials and resources as requested by subject teachers to enable the delivery of the school curriculum including preparation of Woods, polymers, metals, fabrics and food.
- To maintain the Technology rooms and equipment to enable the delivery of the curriculum in clean safe working conditions using the safety/ risk assessment system.
- To support teachers and students in Food and Nutrition and Design and Technology lessons as required including but not exclusive to supporting with machines, high risk tasks such as chiseling, rethreading over lockers and sewing machines.
- To attend staff meetings as directed by the Head of Department.
- Responsibility for setting up and monitoring systems used in the management and control of practical resources, including budgets and food orders.
- To co-ordinate equipment testing for machinery and LEV dust extraction.
- To maintain tools, machines and dust extraction.
- To ensure the technician team keeps up to date with health & safety requirements and developments.
- To update and manage records of Risk Assessments alongside Head of Departments.
- To support student use of CAD and the laser cutter.

About You (Person Specification)

	Essential	Desirable
Qualifications		
Relevant health and safety qualification and/or food handling training		✓
Experience		
Outstanding classroom technician		✓
Evidence of working successfully in a support role with students		✓
Skills & Knowledge		
Able to communicate effectively, orally and in writing	✓	
Able to consistently demonstrate effective planning for practical lessons to help support the delivery of outstanding lessons	✓	
Confident in own ability to be effective and to take on challenges	✓	
Ability to relate well to students, colleagues, parents and Governors	✓	
Effective behaviour management	✓	
Able to support students in maintaining high standards	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
Personal Attributes		
Ability to inspire, challenge and motivate students	✓	
Have a positive approach to education with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
A good record of attendance	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Suitable to work with children	✓	
Equal Opportunities – A commitment to inclusive education	✓	

The Package

Salary: Kent Range 5: £18,704 - £20,121 *Actual salary for 39 weeks of the year £15,834.35 - £17,033.94*

Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan*
Priority Admission for Staff Children**	Free On-Site Parking (subject to availability)
Kent Reward Scheme	Free refreshments

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

*Available upon successful completion of probation

** See Admission Policy on the School Website

The Application Process

Application forms can be found on our website and should be sent to Human Resources, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: Monday 2 March 2020, 9am

Interview day: To be confirmed

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

