



## **Design Technology Technician**

**Closing Date: Thursday 7th July 2022, 9am**

### **Recruitment Information Pack**

Lady Lumley's School

Swainsea Lane, Pickering, North Yorkshire

YO18 8NG

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Dear Applicant,

Thank you for taking an interest in joining our staff at Lady Lumley's. I hope reading about our school gives you a sense of a driven community school, ambitious to do all we can to see staff and students thrive. Lady Lumley's has a proud tradition and heritage of providing quality education. A trailblazer in the pursuit of education for all – welcoming the children of farming families and girls long before this was a requirement. Building on those foundations, Lady Lumley's is a truly comprehensive school of 900 students drawing from the town of Pickering, surrounding rural villages, as well as from Scarborough and all points in-between.

'Being our best' signals Lady Lumley's commitment to school improvement. We are ambitious for all our students and staff to strive to improve teaching and learning through constant evaluation and positivity. Our curriculum offer is broad and balanced, giving students a clear progression route through the school that builds the fundamental knowledge and understanding to allow them to specialise for Key Stage 4 then again at Key Stage 5. Lady Lumley's curriculum gives all students the best chance of being successful at GCSE, A-Level and Vocational Provision, ensuring our above national average outcomes open doors for life chances.

Our staff are integrated into thorough well-constructed CPD that looks to build strength in the classroom, as well as modelling the pursuit of improvement. Ensuring all our strategic planning is built of evidential educational research is fundamental to ensuring we are investing staff time where it will reap rewards. A love of learning is a necessary mindset to thrive at Lady Lumley's.

Lady Lumley's is equally ambitious for our students to experience an enriched learning journey with a diverse offer of experiences. From trips abroad to Bordeaux, Saint Émillion, and Dune de Pyla in France and Weiz in Austria. Our students also visit Belgium and France in Year 10 for the GCSE Battlefields Experience, as well as Krakow and Auschwitz in Year 11, 12 and 13 for Religious Education. There are numerous theatre and music trips and visits taking in everything from opera to pantomime.

The excellent sporting facilities are always fully booked, offering traditional team sports, running, as well as rock climbing and table tennis. Our Duke of Edinburgh scheme is ever popular and Lady Lumley's students show leadership in this testing qualification right through to the Gold Award. With regular orienteering, canoeing and mountain biking our students also contribute hundreds of hours to volunteering and raising thousands of pounds for charity. Nurturing the growth of students through Enriching their experience enables Lady Lumley's to prepare students to thrive locally or to move on to different cultures and experiences.

We value our pastoral staff and system as the cement that holds the school together. There are very high expectations of students conduct and a transparent and fair policy for rewards and consequences. All our students are supported through school with dedicated tutors and a Pastoral Officer with additional expertise available from the Pastoral Team and SLT. There are weekly 'Life' lessons to educate students with powerful knowledge to enable them to keep themselves safe and to have well placed confidence outside of school. Our staff and students deserve to feel safe and valued throughout their time at Lady Lumley's.

Lady Lumley's benefits from the knowledge and experience of Coast and Vale Trust as we are a unique school with a shared Trust vision. Through leadership development, collaboration and investment Lady Lumley's is enabled to maintain its identity whilst belonging to a larger family of schools.

If you have read this and are committed to joining a school that is driven by ambition to be better, values a comprehensive community school and thrives on being part of a team, then we look forward to meeting you.

Yours sincerely

A handwritten signature in black ink that reads "C. A. Foden". The signature is written in a cursive style with a large, looped 'C' and 'F'.

Clair Foden  
Headteacher



## Visions and Values

**Lady Lumley's School** is driven by the vision of 'Being our best'. All staff and all students are asked to commit to our core values:

### **Learning**

Lady Lumley's core purpose is supporting our students and staff to make progress and continually adapt and develop to become lifelong learners.

### **Leading**

Students and staff have regular opportunities to lead within and outside of the classroom to improve themselves and the community.

### **Ambition**

We are relentlessly positive about improving and seeing all mistakes as ways to learn and improve and exceed our potential.

### **Progress**

The journey through Lady Lumley's for staff and students is a journey of improvement. Through striving to be our best we will face some setbacks but will build progress over time.

## Our schools

### Newby and Scalby Primary School

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teesside, York, and surrounding areas. Ofsted in 2018 judged us to be 'good' in all areas and as a school we are very much outward facing both in terms of teaching and learning and in constantly thinking about how we can improve.



Since our "good" Ofsted rating, we continue to build on our successes and we are a family and a team, where everyone is given the challenge and support to be the best they can possible be in a safe, welcoming and positive environment. Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

**To learn more about us please visit us at:**

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

### Friarage Primary School

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the lives of children and young people in Scarborough.



Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

**To learn more about us please visit us at:** [Friarage Community Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

### Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.



To learn more about us please visit us at: [Scalby School - Home \(coastandvale.academy\)](https://coastandvale.academy)

### **Lady Lumley's School**

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

To learn more about us please visit us at [Lady Lumley's School - Home \(coastandvale.academy\)](https://coastandvale.academy)

### **Scarborough University Technical College**

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.



Our work with employers and universities ensure we are able to deliver an innovative blend of technical, practical and academic learning which ensures our students make good progress and go on to outstanding destinations.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

To learn more about us please visit us at: <https://www.scarboroughutc.co.uk>



### **Application Process**

The closing date for all applications is **Thursday 7th July 2022, 9am.**

Interviews will be held shortly after the closing date.

Completed applications must be returned to Helen Poole at [helen.poole@northyorks.gov.uk](mailto:helen.poole@northyorks.gov.uk)

**If you think you're the person for the job, please complete the enclosed application form and send to the email address above by the closing date.**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

### **Queries**

Please contact Helen Poole at [helen.poole@northyorks.gov.uk](mailto:helen.poole@northyorks.gov.uk) or on 07890 055186.



## Job Description

<b>POST: DT Technician</b>	
<b>GRADE: Grade D</b>	
<b>RESPONSIBLE TO: Curriculum Leader for Food and Design Technology</b>	
<b>STAFF MANAGED: None</b>	
<b>POST REF:</b>	<b>JOB FAMILY: 5</b>
<b>JOB PURPOSE:</b>	To work, under the direction of the designated person to support the coordination of the use of practical resources and facilities and provide assistance and advice in the practical needs of the curriculum.
<b>JOB CONTEXT:</b>	<p>Required to work within school in supporting teachers with practical lessons in Design Technology where the post holder may be subject to disagreeable working conditions. Due to the nature of the role, the postholder may be required to wear protective clothing for their own safety.</p> <p>This school is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>• Support with planning and organising equipment</li> <li>• Offer advice to teachers, technicians and students.</li> <li>• Offer guidance, assistance and support to students &amp; teachers on the practical aspects of the curriculum which may include assisting with demonstrations.</li> <li>• Record observations in an appropriate manner.</li> <li>• Liaise with all areas of the school and outside organisations.</li> <li>• Assist with basic demonstrations.</li> <li>• Appreciate that others may not have the same understanding of professional terms and may interpret language such as acronyms differently.</li> <li>• Undertake record keeping as required</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with all students and colleagues</li> <li>• Remember and understand the procedures and legislation relating to confidentiality issues that apply to your role.</li> <li>• Interact with students in a supportive way to aid the development of their ability to think and learn</li> </ul>

	<ul style="list-style-type: none"> <li>• Have the ability to use clear language to communicate information unambiguously to others including children, young people, their families and carers.</li> <li>• Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• Carry out stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records.</li> <li>• Design, construct, and modify apparatus/equipment.</li> <li>• Lead on routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard.</li> <li>• Assist in monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy.</li> <li>• Ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> <li>• Have awareness and basic knowledge, where appropriate, of the most recent legislation.</li> <li>• Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them.</li> <li>• Make considered judgements about how to act to safeguard and promote a child or young person's welfare.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• Attend staff meetings, training days and management meetings by agreement with their manager</li> <li>• Participate in training and learning activities and performance development as required.</li> <li>• Keep up to date with current procedures and practices through continuing professional development.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• Provide technical advice on health &amp; safety issues to teachers and technical support staff.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>• Contribute to the assessment, monitoring and review of both health &amp; safety procedures and information resources through a process of self-evaluation.</li> <li>• Carry out electrical and other safety checks.</li> <li>• Ensure the healthy, safe storage and accessibility of equipment and materials.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• <u>North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</u></li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• <u>The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</u></li> <li>• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>
Date of Issue:	June 2022

### Post: DT Technician

Essential upon appointment	Desirable on appointment
<b>Experience</b> <ul style="list-style-type: none"> <li>• Appropriate experience of working in a school department relevant to the role</li> </ul>	
<b>Occupational Skills &amp; Knowledge</b> <ul style="list-style-type: none"> <li>• Good written and verbal communication skills:</li> <li>• Ability to communicate effectively and clearly with a range of staff, students and parents.</li> <li>• Good literacy and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame</li> <li>• Knowledge of specialist equipment and materials</li> </ul>

<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>NVQ Level 2 or equivalent in a relevant subject.</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate first aid training</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>Demonstrable interpersonal communication skills</li> <li>Ability to work successfully in a team</li> <li>Able to exercise discretion &amp; judgement</li> <li>Self-motivated to complete required duties.</li> <li>Confidentiality</li> <li>Good time management skills</li> <li>Flexibility</li> </ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>Enhanced DBS clearance</li> <li>To be committed to the school's policy and ethos.</li> <li>To be committed to Continual Professional Development.</li> <li>Motivation to work with children and young people</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline.</li> <li>The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.</li> </ul>	
<p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>Uphold the high standards within the school and act as a positive role model for students in terms of behaviour and appearance as deemed appropriate by the headteacher.</li> </ul>	

