



Prudhoe Community High School

**Expect Excellence
Keep raising achievement**

High standards, High expectations

Promote the Positive

Keep looking outward

School Technician

37 hpw term time + 5 days

Band 3 (points 5-6)

Salary (£21,575 to £21,968 FTE), (£18,612 to 18,951 Pro rata)

Closing date for applications 12 noon on Friday 12 May 2023

Guidance notes for completing your application

1. Examine the information pack

It should contain the job description, a person specification and an application form together with additional information about the post. Hopefully, this pack will help you decide whether or not to apply and how to make your application as effective as possible.

2. Look at the person specification

This states the skills, qualifications, knowledge and experience which are required to do the job. When shortlisting takes place, your application form and letter will be compared against the person specification.

3. Analyse your experience

What evidence can you offer to demonstrate that you possess the skills, qualifications, knowledge and experience necessary to do the job for which you are applying. Describe this experience on the application form.

4. Fill in your application form

Ensure that you provide sufficient evidence that you can do the job for which you are applying. Remember to sign and date your application form, and then send it in by the closing deadline. Completed applications should be emailed to Cherry Collings at: c.collings@pchs.org.uk.

5. Job share

Job sharing is a form of working whereby two or more people share the hours of one full-time post and receive a wage or salary and other benefits pro-rata to the hours worked. The purpose of job sharing is to open up employment opportunities at every level within the Authority.

6. Response to your application

If you have not heard from us by 3 weeks after the closing date you may assume you have been unsuccessful on this occasion .

PCHS is committed to safeguarding the welfare of young people: an enhanced DBS check will be required

School Information

Prudhoe Community High School is part of the Tyne Community Learning Trust. We are a 13-18 High School with approximately 772 students on roll (currently 200+ in Sixth Form).

Head Teacher Annmarie Moore
Chair of Governors Susan McArdle

Prudhoe Community High School is a very hardworking and caring school which draws students from 100 square miles around Prudhoe. Our Sixth Form provision caters for over 200 students. We have a good examination record at GCSE and A Level. The school was judged to be 'Good' by OFSTED in 2016 and this continues to be the case. Students value their education. Relationships within the school are one of its many strengths. We have excellent relationships with our parents / carers and our local community. The school sits at the heart of the community it serves.

We offer a full and broad curriculum across the school. We are a school that is full of art, drama, music and sport and regard these areas as crucial in developing a whole range of personal and social skills.

Our school aims:

We want our young people to:

- Strive for excellence wherever and however they can
- Develop their values and learn to live by them
- Participate actively

We shall:

- Strive for excellence
- Create a hardworking and caring, safe and stimulating community
- Work in partnership with our parents and carers and local, national and international organisations to enrich our outcomes



We are in the unique position of having moved to our brand new purpose built 'under one roof' school in September 2016. We have a brand new 3G pitch and sports facilities shared with Active Northumberland. This is a school where students are challenged to work hard and give their absolute best in everything they do. We are a happy and caring school where every individual student matters.

About Prudhoe

Prudhoe (population 19,000) lies in the southern part of Northumberland only 12 miles west of Newcastle. The area includes attractive rural countryside with dormitory villages, some industry along the Tyne Valley, and there is a wide range of good quality housing available. Prudhoe is close to the Northumberland National Park, yet enjoys easy access by road and rail to the urban amenities of the Tynedale conurbation.

The school is a co-educational 13-18 comprehensive, and because the school attracts some students from neighbouring LEAs this results in a comprehensive diverse mix of ability and background, we are a true semi-rural comprehensive school.

We are a successful school, which has shown considerable imagination, resilience and initiative in raising standards, breadth of opportunity and commitment for education in the school and the community it serves.

Our current "Excellence in all we do" motto, reflects our aspiration for our school and all its students.

Address: Moor Road, Prudhoe, Northumberland NE42 5LJ

Telephone: 01661 832486

E-mail: enquiries@pchs.org.uk

Web site address: www.pchs.org.uk

School Technician Role (Curriculum Resource Assistant SG013)

This is a permanent role, 37 hours per week term time plus 5 days. The normal working hours are currently Monday to Thursday 8.00am to 4pm and Friday 8.00am to 3.30pm with a half hour break for lunch.

The Curriculum Resource Assistant will work across a number of departments aiding the organisation and preparation of practical lessons. The role will predominantly be based within the Science department, where there is currently one other full time science technician to support you in your role.

The successful candidate will also be responsible for weighing/measuring/preparing ingredients for practical Food Technology lessons as well as providing support for the Design & Technology department where there is currently another part time school technician.



Job description (SG013)

Post: Curriculum Resource Assistant

Grade: Band 3 points 5-6

Responsible to: Line Manager

Job Purpose: To work under the direction and instruction of senior staff: provide general support in a specific curricula/resource area to all staff and pupils including the preparation and routine maintenance of resources and equipment.

Duties and key result areas:

Support for Pupils

1. Provide support for pupils in accessing learning activities as directed by the class teacher.
2. Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

1. Create and maintain a clean, orderly and productive working environment.
2. Timely and accurate preparation of specialist resources as set out in instructions.
3. Timely preparation and basic maintenance of specialist equipment as set out in instructions.
4. Maintain records as requested.
5. Assist the teacher with learning activities ensuring health and safety and the good behaviour of pupils.
6. Support the teacher in the preparation and maintenance of wall displays
7. Provide basic clerical and administrative support to all teaching staff, including:
 - Photocopying
 - Printing
 - Basic word processing
 - Collection and recording of money
 - Data entry
8. Administer routine tests, undertake routine marking and invigilate examinations

Support for the Curriculum

1. Monitor and manage the use of resources and ensure their orderly and secure storage, cataloguing as required
2. Maintenance of specialist equipment checking for safety and undertaking repairs within own capabilities
3. Demonstrate and assist others in the safe and effective use of specialist resources/equipment.
4. Undertake structured and agreed learning activities under the supervision

Support for the School

1. Comply with all school policies relating to: Health and Safety Equal Opportunities Child Protection Confidentiality and data protection.
2. Work in such as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.
5. Attend and participate in regular meetings
6. Assist with the supervision of pupils outside of normal lesson times e.g. after school clubs
7. To undertake other duties and responsibilities as required commensurate with the grade of the post

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Person Specification - Curriculum Resource Assistant SG013

Essential	Desirable	Assess by:
Knowledge and Qualifications <ul style="list-style-type: none"> NVQ 2 or equivalent Qualification or experience in relevant discipline Good numeracy and literacy skills 	HSAW First Aid Certificate or equivalent;	(a), (i) (t)
Experience <ul style="list-style-type: none"> Experience of providing technical support Experience of working with children 	Specific experience of providing support in a school	(a)
Skills and competencies <ul style="list-style-type: none"> Knowledge of particular subject/specialist area; Knowledge of relevant codes of practice and awareness of relevant legislation Ability to use: Photocopier, Video recorder , CD, Computer/Windows software Appreciate the support role of other professionals. Ability to relate well to children and adults; Relevant first aid knowledge 		(a), (i)
Other <ul style="list-style-type: none"> Willingness to participate in training and personal development 		(i)
Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits		

Equality in Employment Policy

1 Scope

This policy is recommended for adoption by the governing bodies of all Trust schools.

2 Purpose

The purpose of this policy is to set out the commitment of TCLT and its schools to tackle discrimination and promote equality and diversity in employment. It sits within the wider context of each school's Single Equalities Scheme and duty to promote community cohesion.

3 Legal considerations

Employers must not discriminate against people on the basis of any of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, unless this can be objectively justified. There are some specific circumstances, known as "occupational requirements", where an employer is allowed to discriminate on the basis of a protected characteristic, which are set out in more detail in the Recruitment and Selection Code of Practice for Schools.

There are four types of treatment which can be unlawful:

Direct discrimination: less favourable treatment of a person compared with another person because they have a protected characteristic or are associated with someone with a protected characteristic (for example, the parent of a disabled child);

Indirect discrimination: The use of an apparently neutral practice, provision or criterion which puts people with a particular protected characteristic at a disadvantage compared with others who do not share that characteristic, and applying the practice, provision or criterion cannot be objectively justified;

Harassment: Unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment; and

Victimisation: Subjecting a person to a detriment because they have done a protected act or there is a belief that they have done a protected act i.e. bringing proceedings under the Act; giving evidence or information in connection with proceedings under the Act; doing any other thing for the purposes or in connection with the Act; making an allegation that a person has contravened the Act.

4 Roles and responsibilities

Governing body: The governing body has overall responsibility for this policy and monitoring its effective implementation.

Headteacher: The headteacher is responsible for ensuring that the policy is implemented and maintained within their school, including progressing any action plans developed as part of the school's Single Equalities Scheme.

Employees: Every employee is under a duty to behave appropriately at all times in accordance with this policy and we actively seek to prevent harassment, discrimination, bullying and all other forms of unwarranted or improper behaviour in the workplace. Failure to do so may result in disciplinary action.

5 Policy statement

All schools share TCLT's commitment to making their school a fully accessible and inclusive organisation that welcomes and respects the diversity of their students, staff, community and visitors to the school.

The Trust wishes to promote a society in Northumberland which embraces the diversity of the whole

community, where unjustifiable discrimination or prejudice does not exist and where all individuals are treated with courtesy, dignity and fairness in all ways including the provision of services and employment.

The Trust, including its schools, seeks a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that people can make when we recognise individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We recognise and understand the importance of delivering the maximum benefits to the community through the recruitment, development and retention of a diverse and highly effective workforce. We are determined to eliminate unfair discrimination in all its forms and to recognise and take account of equality and diversity through our employment policies and practices.

6 Policy in practice

This policy applies to every aspect of employment, from recruitment through pay, access to facilities and employment benefits, training, discipline and grievance procedures and so on up to the end of the contractual relationship and beyond, for example, when references are provided.

Each stage of the employment relationship is covered by an individual employment policy or procedure. The full suite of employment policies and procedures will be consistent with the aims and principles of this policy and will take into account the specific equalities considerations that arise in that particular context. Examples include:

- Recruitment and Selection Code of Practice
- Pay Policy
- Dignity at Work Policy (which sets out how we aim to prevent and deal with harassment)
- Leave Policy
- Flexible Working Policy
- Sickness and Disability Procedure
- Redundancy Procedure

All employment policies and procedures are available from the school office.

7 Publicising the policy

All job applicants will receive a copy of this policy with the application form for the vacancy. All staff will have access to this policy in their school.

Schools will ensure that awareness and understanding of equality and diversity in both employment and service delivery is included in the induction of new staff and volunteers. Consideration of equality issues will be included in appropriate training courses, to support the effective implementation of its employment policies and procedures for schools

8 Complaints or concerns

Complaints from external job applicants under this policy should be sent to the chair of governors, who will consider how to proceed under the school's Complaints Procedure.

An employee who has a concern or complaint under this policy should raise the matter with their line manager in the first instance and may use the school's Grievance Procedure, or the Dignity at Work Policy in cases of harassment, if the matter is not dealt with to their satisfaction.

9 Breaches of this policy

Every employee is under a duty to behave appropriately at all times and we actively seek to prevent harassment, discrimination, bullying and all other forms of unwarranted or improper behaviour in the workplace.

Any employee who commits an act of discrimination or personal harassment will be liable to disciplinary action, and ultimately the possibility of dismissal.

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
School Support	January 1993	1.0	Final version
Changed by	Revision Date		
School Support (SH)	13 August 2010	2.0	As above but updated with changes to department names, statutes etc.
School Support (SH)	23 December 2010	3.0	Updated final version agreed with trade union representatives

Recruiting Ex-Offenders Policy And Procedure

Purpose: The purpose of this policy is for guidance and is not intended to have contractual effect. PCHS reserves the right to vary, amend or depart from the contents of this policy and procedure from time to time in appropriate circumstances.

1.0 Policy

This policy outlines PCHS' approach to the recruitment of ex-offenders.

PCHS is committed to equality of opportunity in employment and welcomes applications from a wide range of applicants.

Applicants will be assessed on their skills, experience and qualifications for the job role. The particular criteria for each employment position will be set out in the applicable person specification and job description for the role. Criminal convictions will not be relied on as immediate grounds for refusal of employment.

PCHS is strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment.

It is PCHS' policy that the DBS disclosure must be obtained before the commencement of employment of any new employee, as it assumed that all staff could have the opportunity to be in regulated activity, regardless of their role.

2.0 Scope

PCHS' ex-offenders policy and procedure applies to all external and internal applicants for all vacancies, including voluntary positions.

3.0 Definitions

Applicant: Any individual who applies for a position within PCHS

Employee: full time, part time, permanent and temporary teachers and support staff who undertake to do work under an employment contract for PCHS, personally. Employees are entitled to a wide range of employment rights.

Worker: full time, part time, permanent, temporary individuals who undertake to do, or perform personally, work or a service for PCHS, whether under a contract of employment or any other contract for a reward. 'Worker' includes agency workers, casual workers, but normally excludes those who are self-employed and work that is part of a client or customer relationship. Workers are entitled to some employment rights, including holiday pay and protection against unlawful discrimination.

Volunteer: individuals who willingly, without being required to, carry out unpaid work for PCHS.

Staff: employees, workers and volunteers.

4.0 Principles

It is expected that this policy and procedure will assist with creating a safer recruitment process and will allow individuals to confidently apply for positions with PCHS.

PCHS will ensure that all those involved in the recruitment process will have necessary training, including at least one panel member undertaking Safer Recruitment Training.

PCHS will not unlawfully discriminate against any candidate where they are required to provide information about their criminal convictions.

Candidates for interview will be selected based on their skills, qualifications and experience.

PCHS will ensure that at least one member of the recruitment panel has received Safer Recruitment training and is able to identify and assess the relevance and circumstances of offences.

A recruitment manager will be appointed for each vacancy.

5.0 Responsibility

5.1 Local Governing Body

The LGB has responsibility for adopting, developing and reviewing this policy and procedure and ensuring that effective monitoring systems and procedures are in place.

The LGB has delegated authority to the Headteacher, to make decisions in relation to applications from ex-offenders.

5.2 Headteacher

The Headteacher will:

- Ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance.
- Ensure that all appropriate checks have been carried out on successful applicants, including

internal applicants in the school and be able to identify and assess the relevance and circumstances of offences.

- Monitor any contractor and agency compliance with this document.
- Promote the safety and well-being of children and young people at every stage of this process

5.3 Recruiting Manager

The Recruiting Manager will:

- Oversee the vacancy recruitment, ensuring that all procedures are followed and an open and fair process has been undertaken.
- Ensure that all appropriate checks have been carried out on applicants, including internal applicants in the school and be able to identify and assess the relevance and circumstances of offences.
- Liaise with relevant staff, including the recruitment panel to ensure correct information is provided which will then impact future decisions on individuals.
- Will follow this policy and ensure good data protection policies are followed.

5.4 Applicant/Volunteer

The applicant/volunteer will:

- Ensure that all the relevant convictions are disclosed prior to interview. Guidance on declaring convictions can be found at the [Ministry of Justice](#) website.
- Responsibility for this policy lies with the Headteacher who has responsibility for recruitment and safeguarding and should ensure that the process is managed effectively and that applications are considered objectively and fairly.

6.0 **Background**

The purpose of the Rehabilitation of Offenders Act (ROA) 1974 is to ensure that individuals who have been convicted of a criminal offence in the past are not discriminated against when seeking appropriate employment.

Keeping Children Safe in Education (2021) highlights the need for employers to have an ex-offenders policy for recruitment purposes.

As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

If the nature of the disclosed offence is relevant to the role the applicant/volunteer is applying for, the suitability of the applicant will be considered. In these circumstances, PCHS reserves the right to refuse to offer employment to the applicant.

7.0 **Procedure**

- 7.1 The vacancy advert will include that any position within the school will require a DBS Certificate. If the position is un-supervised and is regulated activity the DBS Clearance will be enhanced and will include a Children Barred List check. If the position is supervised eg a volunteer, then an enhanced DBS Check will be completed but this will not include a Children

Barred List Check, unless the volunteer carries out regulated activity.

- 7.2 Shortlisted external applicants who are successfully invited to interview, will be required to disclose any relevant convictions, adult cautions or other matters through a criminal record declaration form. This form must be returned to school prior to interview. The form will include the name of the designated person within School to whom they should provide this information.
- 7.3 In order to assess whether a criminal record is relevant to the role, the convictions disclosed will be assessed by the recruitment panel, prior to/during interview in line with the duties of the role and how the work is carried out. Factors which will be taken into account will include, but are not limited to:
- whether the offence is relevant to the position in question;
 - the nature and seriousness of any offence;
 - whether it is a one-off offence, or history of offences;
 - the type of offence or offences the applicant has committed;
 - the circumstances and the explanation offered by the applicant;
 - the length of time that has passed since the offence took place;
 - whether the applicant's circumstances have changed since the offending took place; and
 - decriminalisation and remorse.
- 7.4 Disclosed convictions, cautions or other matters will be discussed by the interview panel and questions will be put to the applicant if necessary, during the interview. (It is recommended that HR advice is sought)
- 7.5 The DBS certificate will be returned direct to the applicant by the DBS and the school/academy will receive notification that the certificate is on its way with a notification that either the 'certificate contains no information' or the 'certificate contains information'.
- 7.6 A failure by the applicant to produce information about convictions relevant to the role could lead to PCHS withdrawing an applicant from the recruitment process, or in the event of an appointment, make the applicant liable to summary dismissal and possible referral to the police. (It is recommended that HR advice is sought)
- 7.7 Where the certificate contains information, that was previously disclosed and discussed at the interview, the recruiting manager will confirm in writing on the certificate that is the same information that has been previously disclosed.
- 7.8 Where the certificate contains information, that was not previously disclosed or differs from the information previously provided, this should be discussed with the applicant. A meeting will take place to establish the facts, between the applicant and the Headteacher. A decision will be made following this meeting. (It is recommended that HR advice is sought)
- 7.9 If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position, were it not for the disputed information, PCHS may, where practicable and at its discretion, defer a final decision about the appointment, until the applicant has had a reasonable opportunity to challenge the disclosure information.

9.0 Data Protection and Retention of Records

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act.

Records relating to the successful applicant will be retained on the employee's personnel file for the duration of their employment and in accordance with legislative requirements, once the employment has ended.

Unsuccessful applicants' documents will be destroyed six months after the recruitment process is concluded.

10.0 Complaints

PCHS is fully committed to safeguarding. If an individual feels that they have been mistreated in any way they should contact Mrs Cherry Collings via enquiries@pchs.org.uk.

11.0 Further Information

Details on which offences should be disclosed can be found on the Ministry of Justice website.
<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Applicants should seek legal advice before completing the Criminal Record Declaration if they are unsure which convictions/offences to disclose. Either at <https://www.nacro.org.uk/criminal-record-support-service/> or at <https://hub.unlock.org.uk/>

12.0 Monitoring and Review

This policy and procedure will be monitored and reviewed biannually by the Headteacher. Where there are issues with the way the policy and/or procedure are working, these will be looked at closely with a view to identifying measures to improve their effectiveness.

Version	Reason for Amendments/Update/Review	Document created:
1.0	New policy and procedure provided by debbiejuddhr Limited.	February 2022

Action	By whom	By when
Approved	Chair's Action - SM	28/06/2022
To be reviewed		June 2024