



**Burnside  
College**



# Technology Technician Application Pack

Burnside College  
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Wallsend  
Tyne & Wear  
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Dear Colleague,

Thank you for your interest in joining our team. Burnside College is characterised by its strong community spirit and friendly working environment. Respect is one of our core values and is tangible throughout the school. We believe that strong relationships are the fabric of any successful school. Interactions at Burnside between staff, and with pupils, are based on mutual respect and are positive.

The school went through a considerable period of change following the 2017 inspection in order to raise standards and provide the best possible quality of education for our pupils. We were delighted that this was recognised in our 2020 Ofsted inspection. Burnside College was acknowledged to be a good school in all areas with outstanding sixth form provision. Staff are proud to work at our school and proud of the young people in our community. Our team continues to expand year on year as a result of now being oversubscribed.

These improvements were secured through a relentless focus on teaching and learning; we routinely consider the latest educational thinking in order to reflect on and refine what happens in classrooms. This goes hand in hand with a strong, caring, system of pastoral support and a focus on the personal development of our pupils.

Standards have continued to remain high at Burnside and there is an expectation at Burnside that staff will be determined to do the very best for the young people of Wallsend and always work positively, with the best interest of young people at heart.

In return the school offers excellent support and professional development. We offer high quality staff training which is personalised to the experience and needs of the individual. A particular strength is the effective programme of support in place for early years teachers. School leaders are considerate of the workload and wellbeing of staff and the school provides good career progression opportunities. We were delighted to once again receive the Wellbeing Award for Schools in 2023 and the inspection report stated that "Burnside College is a happy place to work and learn." In 2023-24 as part of our continued commitment to staff wellbeing, all teaching staff receive at least 33% additional non-contact time.

We are looking to recruit staff to our team that are committed to high standards and to improving the life chances of young people. Further details about our school are available on the school website.

Yours faithfully

Mr D Jamieson  
Headteacher

## The Role: Technology Technician

<b>Type of Contract:</b>	<b>Full Time Permanent</b>
<b>Salary/Scale:</b>	<b>Grade 5 - 193 day contract £20,590 - £21,670</b>
<b>Start Date:</b>	<b>As soon as possible</b>
<b>Closing Date for Applications:</b>	<b>9am Friday 9th February 2024</b>
<b>Interview Date:</b>	<b>w/c Monday 12th February 2024</b>

We are seeking to appoint a Technology Technician to work across all subjects offered within our Design and Technology Department. The successful candidate will primarily be responsible for ordering and preparing of resources and equipment required for lessons and ensuring the highest standards of safety and hygiene are maintained.

The Technician will be required to provide technical support for teaching colleagues both in lessons and in learning opportunities outside of the core timetable including a wide range of extracurricular and reward activities.

This role would suit a motivated person who is skilled at managing a busy workload. The core purpose of the role is to uphold our fundamental standards of **pride, respect** and **achievement** with all stakeholders and in doing so will ensure high standards of support is available.

The Technology Technician will be responsible for:

- **Providing support to students and staff during lessons** - assisting teaching staff with demonstration lessons and practicals, helping to create an engaging and purposeful learning environment and supporting students to make progress
- **Ordering of resources** - collating and placing orders based on lesson plans
- **Stock control** - ensuring deliveries are checked and stored appropriately and effectively monitoring stock rotation to avoid waste
- **Preparation of lesson plans and resources** - assisting with the development of lesson plans and creating resources for the department including demonstration examples for lessons, displays and photocopying
- **Preparation for practical lessons** - ensuring ingredients/resources and equipment are prepared and set up according to lesson plans
- **Maintaining a safe, hygienic & organised environment** - ensuring equipment, storage and preparation areas are well maintained in accordance with health and safety legislation. Where applicable, maintaining a supply of clean laundry and an adequate supply of cleaning products for use during lessons. Making arrangements for the repair and maintenance of equipment as necessary

The successful candidate will work as part of a wider team of three Technology Technicians and will be required to provide support for all technology subjects including Food Technology, Resistant Materials, Textiles and 3D Design.

We welcome candidates with experience in all disciplines, however food and resistant materials are of particular interest.

This is a hands-on role and requires some manual working including the preparation of resources, washing up and some cleaning.

Burnside College is a good school, with outstanding sixth form provision. We put teaching and learning first and are committed to providing a high quality and inclusive learning experience for all. Furthermore, we are committed to the development of staff and you will be joining a supportive school with an excellent environment in which to continue your professional development.

If you would like any further information, or to discuss this role in more detail, please contact Mrs T Goodwin [t.goodwin@burnsidecollege.org.uk](mailto:t.goodwin@burnsidecollege.org.uk)

## **Purpose of the role (job statement)**

Under the instruction/guidance of senior staff: provide general support in a specific curricula/resource area including preparation and maintenance of resources and support to staff and pupils

## **Main duties**

- support pupils in accessing learning activities under the guidance of the teacher
- provide feedback to pupils in relation to progress and achievement
- create and maintain a purposeful, orderly and productive working environment
- timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc
- maintain records, as requested
- ensure the health and safety and good behaviour of pupils at all times
- administer routine tests and invigilate exams and undertake routine marking of pupils' work
- provide clerical/administrative support
- monitor and manage stock and supplies, cataloguing, as required
- maintenance of specialist equipment: check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- demonstrate and assist others in safe and effective use of specialist equipment/materials
- undertake structured and agreed learning activities/teaching programmes
- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and performance management, as required
- assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities

## **Responsibilities:**

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security
- confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and performance development, as required.

## **General**

To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher.

## Person Specification

<b>Criteria</b> <b>E = Essential D = Desirable</b>	
<b>Skills, Knowledge and Aptitudes</b> <ul style="list-style-type: none"> <li>• Effective use of ICT</li> <li>• Experience of the use of relevant equipment/resources</li> <li>• Knowledge of particular subject/technical area</li> <li>• Knowledge of relevant polices/codes of practice and awareness of relevant legislation</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to identify own training and development needs and co-operate with means to address these</li> </ul>	 E E E E E E
<b>Qualifications &amp; Training</b> <ul style="list-style-type: none"> <li>• Current NVQ level 2 in English and Maths or equivalent <b>and</b> experience in relevant discipline/job role</li> <li>• Comply with Health and Safety Legislation</li> </ul>	 E E
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of general technical resource support</li> </ul>	 E
<b>Disposition</b> <ul style="list-style-type: none"> <li>• Reliable</li> <li>• Friendly and helpful attitude towards others</li> <li>• The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body</li> <li>• To uphold the school's policy in respect of child protection matters</li> <li>• This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder</li> <li>• All staff members participate in the school's performance management /appraisal scheme.</li> </ul>	 E E E E E E

Burnside College is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service. This post is exempt from the Rehabilitation of Offenders Act.

## How to Apply

Please submit the application form accompanied by a covering letter, of no more than two sides of A4, in which you outline your experience and suitability for the post.

Completed applications should be returned to:

Miss K Drury  
FAO: Mr D Jamieson  
Burnside College  
St. Peter's Road  
Wallsend  
NE28 7LQ  
or electronically to [k.drury@burnsidecollege.org.uk](mailto:k.drury@burnsidecollege.org.uk)

Please contact the school if you require any further information relating to this post.  
Telephone: 0191 2598500

**Closing Date: 9am Friday 9th February 2024**

**Interview Date: Week commencing Monday 12th February 2024**

Burnside College is committed to safeguarding and all offers of employment are subject to satisfactory enhanced DBS clearance and other pre-employment checks.  
This post is exempt from the Rehabilitation of Offenders Act.