



Technician (Design Technology)

Full time, Term Time plus 5 days
Permanent
Candidate Information Pack



Executive Headteacher's welcome

Thank you for your interest in this opportunity to join Seaton Valley Federation of Schools as a **Technician working in the faculty of Arts and Technology**. This candidate information pack will tell you much more about the school and the role.

Astley Community High School is part of the Seaton Valley Federation of Schools. The other members of the federation are Whytrig Middle School, which is co-located with Astley in Elsdon Avenue and Seaton Sluice Middle School. The three schools share a single governing body.

We are also about to embark on an exciting new chapter. Work is underway for a multi-million pound brand new building for Astley Community High School and Whytrig Middle School, which we hope to move into in September 2025, creating fantastic facilities for our students and staff.

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. All three schools are rated as 'Good' by Ofsted. I strongly believe that the relatively small size of all three schools provides a great environment to get to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact Jade Murphy, Health & Safety and Technical Support Manager on 0191 2371505



John Barnes, Executive Headteacher – Seaton Valley Federation of Schools

Our ethos and values

We have three main themes to our ethos:

- 1. To know every child academically and pastorally as a complete young person.**
- 2. To treat everyone and everything with respect.**
- 3. To strive for everyone to be as good as they can be and to be proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

About Our Schools

	Age Range	Total number of pupils	Number in sixth form
Astley Community High School	13 - 18	608	163
Seaton Sluice Middle School	9 - 13	310	N/A
Whytrig Middle School	9 - 13	325	N/A

Astley Community High School attracts a number of students from outside the Seaton Valley area. There is a strong sixth form and we typically retain 75% of our Year 11 students for further study. More information including our prospectus is available from: www.svf.org.uk

About our performance

	Overall Effectiveness	Last Ofsted Inspection
Astley Community High School	Good	November 2019
Seaton Sluice Middle School	Good	July 2023
Whytrig Middle School	Good	November 2021

We are very proud all three schools in Seaton Valley Federation are rated as **GOOD** schools by Ofsted. The most recent inspection at Whytrig Middle judged the school to be a Good school overall and 'Outstanding' for behaviour and attitudes. See below some of the comments made on our most recent Ofsted reports:-

"Pupils say that they are very proud of their school. They struggle to think of anything they would want to improve about it. One pupil said, 'There are too many good things and I would not have time to tell you about them all.' Staff and school leaders care deeply about the pupils and have high expectations of them. This is an inclusive school. Relationships in classrooms are excellent. Teachers say that they love working here because they can really teach. There is a culture of safety in the school. Pupils say they feel safe and they value the work of the school in helping them to understand how to keep themselves safe."
Ofsted 2019 (ACHS)

"This school is an inclusive environment where pupils value each other. They respect and celebrate difference. There is a strong sense of community and pupils feel responsible for each other. Pupils spoken to would all challenge bullying if they saw it. Parents and carers and pupils agree that if bullying does occur, it is dealt with effectively by staff. Pupils feel safe and happy here. They are rightly proud of their school. Behaviour is exemplary. Pupils who have previously found school difficult thrive and flourish here. The culture and relationships are exceptional at Whytrig. Both staff and pupils flourish here. School leaders place a high priority on keeping pupils safe."
Ofsted 2021 (WMS)



Seaton Valley Federation of Schools

Elsdon Avenue
Seaton Delaval
Tyne and Wear
NE25 0BP
0191 237 1505

Technician (Design and Technology)

Permanent, 37 hours per week, Term Time plus 5 days
Band 3: £23,500 to £23,893 FTE (£20,277 to £20,616 actual pro rata)

Small enough to care, big enough to make a positive impact

We are seeking a Technician to join our small team supporting teaching and learning in Design Technology, Art and Music. Although you may be deployed across other subjects from time to time. Your primary role will be to support Design and Technology in facilities that are shared by Astley Community High School and Whytrig Middle School for pupils aged 9 to 18, you may also work within Seaton Sluice Middle School.

Able to work independently without close supervision within agreed health and safety and departmental procedures, your tasks will include all aspects of preparing for and clearing up after classes as well as operating and maintaining specialist equipment.

Approachable and able to relate well to both children and adults, you will have effective technical skills that include the ability to carry out first line servicing of woodwork machines and equipment. Knowledge and experience of working with and maintaining workshop equipment within health and safety regulations is essential.

The successful candidate will have at least a Level 2 qualification, or equivalent experience in a relevant discipline with experience of providing support in Design Technology. You will need to be well motivated, organised and able to work independently as well as part of a team.

Visits to the school are also warmly welcomed and encouraged. Please contact Jade Murphy on 0191 2371505 or email vacancies@svf.org.uk to make an appointment.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? A completed application form must be submitted **by 9am on Monday 15th April 2024** by e-mail to vacancies@svf.org.uk

Further information about all of our current vacancies is available at: <http://www.svf.org.uk/vacancies>

**NORTHUMBERLAND COUNTY COUNCIL
JOB DESCRIPTION**

Post Title: Technician	Director/Service/Sector: Schools		Office Use
Grade: Band 3	Workplace: Seaton Valley Federation		JE ref: S1460
Responsible to: Lead Technician SVF (with additional day-to-day direction from relevant Head of Faculty and subject teachers)	Date: February 2020	Manager Level:	
Job Purpose: To provide technical support within primary areas of Design Technology, and Music including the set-up, maintenance and repair of equipment and resources and the control and ordering of stock. There may also be some support required across the subjects of Art, Food Technology and Science.			
Resources	Staff	None	
	Finance	Assist with purchase orders and receiving of goods.	
	Physical	Classrooms, store cupboards and specialist facilities, equipment and resources.	
	Clients	Internal: Teachers, support staff and pupils External: Suppliers	
Duties and key result areas:			
Main Duties and Responsibilities			
1. To prepare classrooms and workshops for use by staff and pupils ensuring a clean, safe, tidy and healthy working environment is provided at all times. 2. To be responsible for the preparation, supplying and collection of apparatus and equipment, providing technical assistance and support to teaching staff and pupils on the safe and economic use of equipment, resources and materials (including electrical equipment). 3. To provide support through demonstration, by giving advice or assistance in practical activities and support practical experiments/demonstrations by teachers where necessary. 4. To implement agreed learning activities under the guidance of the teacher. 5. To provide learning support to students in lessons including with written tasks and coursework to help them achieve targets and learning objectives. 6. To support the Lead Technician SVF as and when required with preparation, maintenance, hygiene and other ad hoc tasks across a range of curriculum areas. 7. To have a basic knowledge of examination needs and methods of assessment. 8. To support the classroom teacher with clerical and administrative tasks. 9. To be responsible for the maintenance of equipment or organise maintenance and repair, seeking specialist assistance when necessary, in order to ensure safe and efficient operation. 10. To be responsible, in the work undertaken, for the safe storage of equipment and materials and the disposal of waste materials, according to the relevant regulations, guidelines and school procedures and in line with Health and Safety good practice. 11. To undertake regular Health and Safety checks in accordance with school procedures, maintaining health and safety signage and recording relevant activities in maintenance logs.			

12. To be responsible for maintaining records of stock levels and loans of equipment and materials and undertake annual stocktaking, ordering new stocks, supplies or equipment when authorised by teaching staff, taking receipt of materials and equipment delivered and passing invoices for payment.
13. To have delegated responsibility where required for records of petty cash and the purchase of relevant items when authorised, assessing the availability in line with best value principles and maintaining records of transaction and expenditure in accordance with the schools' financial guidelines.
14. To assist relevant Heads of Faculty and subject teachers in maintaining records of assets including at purchase and disposal.
15. To assist in the organisation and preparation of displays including for open evenings and other school functions as and when required.
16. To ensure at all times that health and safety regulations and other relevant regulations and guidelines such as COSHH and school procedures are adhered to and observed. This may involve participating in regular and routine checking and testing procedures and risk assessments where appropriate, and contributing to the assessment, monitoring and review of Health and Safety procedures and policies.
17. To promote and ensure Health and Safety and good behaviour of pupils at all times.
18. To meet with Head of Faculty and teaching staff to discuss lessons regularly and to participate in training/CPD as required.

al Responsibilities

1. Be aware of and comply with policies and procedures relating to safeguarding of children/vulnerable adults, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the development and implementation of the overall ethos/work/aims of the federation.
4. Develop constructive relationships and communicate with other agencies/professionals.
5. Participate in training and other learning activities and performance development as required.
6. Recognise own strengths and areas of expertise and use these to advise and support others.
7. Undertake other duties and responsibilities that can be reasonably expected of and are relevant to the level and nature of the post.

These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the federation's procedures to report any concerns you may have regarding the safety or well-being of any child or young person. 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.

Transport
requirements:
Working
patterns:
Working
conditions:

Own transport for occasional travel between schools with the Seaton Valley Federation.
Term-time plus designated days in school holidays.
Normally indoors. Some exposure to disagreeable conditions requiring use of Personal Protective Equipment (e.g. dust in woodwork room and workshops).

PERSON SPECIFICATION

Post Title: Technician	Director/Service/Sector: Schools	Ref: S1460
Essential	Desirable	Assess By
Knowledge and Qualifications		
- QCF Level 2 or equivalent qualification in a relevant discipline (e.g. GCSE Science, Design Technology, Woodwork etc at Grade C or above) - Good numeracy and literacy skills (QCF level 2 or above e.g. GCSE English and Maths at Grade C or above) - Knowledge of relevant codes of practice and awareness of relevant legislation e.g. COSHH, PPE, food hygiene, allergens	- Accredited training for Design and Technology technicians - Level 2 Food Safety and Handling Certificate (formerly Foundation or Basic Food Hygiene Certificate) - Emergency First Aid at Work training - COSHH awareness training - Awareness of curriculum requirements at Key Stage 3 and Key Stage 4	A/I
Experience		
- Experience of providing technical support within Design Technology, Music or Art. - Experience of working with children	- Experience of providing technical support in a school setting - Experience of working with pupils in Years 5-13	I/A/R
Skills and competencies		
- Ability to undertake a range of technical support tasks relevant to the role being advertised - Ability to support the Design Technology, Music, Food Technology, Science and Art curricula with set up and use of specialist equipment, resources and materials - Ability to maintain and repair Design Technology: Resistant Materials curriculum equipment. - Ability to use photocopier, PC and other office equipment - Appreciate the support role of other professionals. - Ability to relate well to children and adults - Ability to effectively safeguard children and young people including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline - Energy and enthusiasm for working in a school - Ability to work as part of a team	Interest in and enthusiasm for other curriculum areas	A/I/R
Physical, mental and emotional demands		

• Manual dexterity to assemble and undertake minor repairs to equipment and apparatus • Able to meet the physical demands of the role e.g. carrying moderate weights, periods of standing • Able to work under pressure • Able to maintain vigilance and ensure pupils remain safe.		R/I
Other		
• Satisfactory DBS enhanced criminal record certificate • Good record of attendance and punctuality		R

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

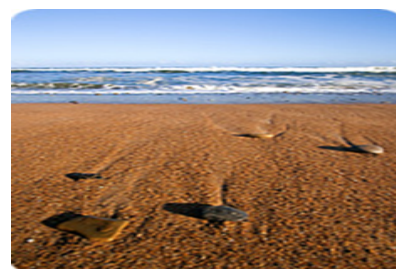
Working in the Seaton Valley Federation of Schools

We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- between 26 and 31 days' annual leave for support staff who work full year
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Northumberland County Council's public library.

Living and working in Northumberland

If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at www.visitnorthumberland.com for more information.

Our commitment to professional development

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages and share best practice.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- We provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

Our commitment to equal opportunities

We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination. Our Equality and Diversity in Employment Policy is available from:

www.svf.org.uk/our-federation/policies

Our commitment to safeguarding children and young people

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

In accordance with Keeping Children Safe in Education (2022) as a school we are required to undertake online searches for all candidates that we shortlist to attend for the next stage in our recruitment process and/ or interview. This is required to ensure that any individual who we choose to appoint into our schools is appropriate to work with children and young people. These searches will include information that is publicly available online and will not involve searches that are covert/overt/done in secret. You will be provided with additional information and further clarity if you are invited to the next stage in our recruitment process and/or invited to attend for interview.

How to apply

Please read the job description and person specification for the post and the application guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees must be **e-mailed by 9am Monday 15th April 2024** to: vacancies@svf.org.uk. Please quote **Technician (Design Technology)** in the subject of the e-mail. In exceptional cases we will accept applications by post however please contact us to discuss this in advance.

Please note that we do not accept CVs.