



**Burnside
College**



ICT Technician Application Pack

Burnside College
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Tyne & Wear
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Wellbeing Award
for Schools

2023-2026





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.

In our most recent OfSTED inspection in 2020 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: ICT Technician

Type of Contract:	Full Time Permanent
Salary/Scale:	Grade 5 (37 hours - 52/52 contract) £24,294 - £25,119
Start Date:	As soon as possible
Closing Date for Applications:	9am Friday 15th March 2024
Interview Date:	w/c Monday 18th March 2024

We would like to appoint an enthusiastic and knowledgeable ICT Technician to join our IT team on a full time basis. The successful candidate will have an excellent knowledge of IT solutions including hardware and software and will be highly organised and possess excellent communication skills. The ability to work on their own initiative as well as part of a team is essential.

Applicants will be highly motivated and will support the core standards of **pride, respect** and **achievement** ensuring our IT infrastructure supports and contributes to excellent teaching and learning. Specifically, the successful candidate will:

Day to Day ICT Support:

- Work with the IT Manager to ensure the effective management and maintenance of ICT hardware, software and processes
- Install and manage new and upgraded software and hardware
- Contribute to the development of new systems and processes
- Actively monitor and respond to ICT helpdesk requests to ensure students and staff are able to work effectively
- Carry out diagnostic assessment to identify the cause of and resolve faults of a routine or complex nature
- Set up of ICT equipment for assemblies, presentations and meetings
- Project manage changes, developments and implementations as directed by the IT Manager

Support for the Curriculum:

- Work with staff and students to ensure they are supported to achieve excellent teaching and learning
- Contribute to student activities requiring IT support
- To be aware of innovations, improvements and alternatives in ICT which can support the curriculum and contribute to the ICT development plan
- Contribute to staff training and raising awareness of ICT developments and solutions

This post is a 52/52 contract which requires additional hours to be worked over the course of the year to allow for time off across school holiday periods. There is an expectation that some time during school holidays will be worked to carry out essential maintenance and upgrades. Holidays during term-time are not permitted.

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 Matt Swain, Deputy Headteacher, at m.swain@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 (if applicable to the role)
- 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

Criteria E = Essential D = Desirable	
Skills, Knowledge and Aptitudes <ul style="list-style-type: none"> • Effective use of ICT • Experience of the use of relevant equipment/resources • Knowledge of particular subject/technical area • Knowledge of relevant policies/codes of practice and awareness of relevant legislation • Ability to relate well to children and adults • Ability to identify own training and development needs and co-operate with means to address these 	E E E E E E
Qualifications & Training <ul style="list-style-type: none"> • Current NVQ level 2 in English and Maths or equivalent and experience in relevant discipline/job role • Comply with Health and Safety Legislation 	E E
Experience <ul style="list-style-type: none"> • Experience of general technical resource support 	E
Disposition <ul style="list-style-type: none"> • Reliable • Friendly and helpful attitude towards others • 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 • To uphold the school's policy in respect of child protection matters • 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 • All staff members participate in the school's performance management /appraisal scheme. 	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

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

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Burnside College is committed to safeguarding and all offers of employment are subject to satisfactory enhanced DBS clearance and other pre-employment checks.
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