

Appointment of
Part Time
Term time only
Design and Technology Technician
For January 2018



The Godolphin and Latymer School
Iffley Road
Hammersmith
London W6 0PG

T: 020 8735 9555

F: 020 8735 9596

e-mail: recruitment@godolphinandlatymer.com

www.godolphinandlatymer.com

Contents

03 Working at the Godolphin and Latymer School

05 Your Professional Duties

06 Job Description

07 Person Specification

08 The Department

09 Salary, Hours and Benefits

10 Application

11 Location



Working At Godolphin and Latymer

Godolphin and Latymer is one of the country's leading independent day schools for girls. Founded in 1905, it has been both a state grammar school and an independent school in its 112 years. Located in Hammersmith, West London, close to the exciting cultural life of the capital, the school is a dynamic and energetic community of c800 girls, together with approximately 150 teaching and support staff. There are approximately 220 girls in the Sixth Form, studying for both the IB and A levels. Hammersmith itself is very conveniently situated less than 20 minutes from central London, sitting on a beautiful stretch of the River Thames and with plenty to offer, including several fine restaurants and two of London's best theatres.

Godolphin and Latymer is an academically selective school and our girls are bright, enthusiastic and inquisitive. They love learning and are increasingly demonstrating their ability to be creative and critical thinkers, keen to solve problems using their own intellectual resources. Teaching here is a most rewarding experience. Girls are motivated and engaged in their learning. Our harmonious community is socially, culturally and ethnically diverse, indicative of the cosmopolitan world of West London. Our catchment area is relatively wide, encompassing all areas of West London, plus a number of areas further afield from which girls are able to commute easily to Hammersmith because of its excellent transport links. (We are a couple of minutes from both of Hammersmith's tube stations and its bus station.) Relationships between girls and all staff are superb and we place great significance on valuing the individual and expecting the highest of standards in all that we do. The school is governed by principles of mutual respect, tolerance and consideration for others. Girls are very supportive of each other, sensitive and aware of others' needs and proud of their school and its ethos and history. A fine example of this is the extensive support given to our Bursary Fund by all sections of the school community, present and past.

Pastoral care and working collaboratively with parents is fundamental to the success of our girls. We value good communication between all sections of our community and try to be proactive in keeping up to date, all who are involved with the school. The school plays a key role in the local area; girls take part in voluntary work schemes with many local businesses and institutions. We run a number of community events including; a public lecture series, the annual arts festival, monthly tea parties for the local elderly, and the weekly Ancient World Breakfast Club.

The school's facilities are excellent and the governors are aware of the need to ensure that such standards are maintained. Our sports facilities include a full-size all-weather hockey pitch and 3 netball courts, which convert into 12 tennis courts during the summer term, all of which are floodlit, and The Hampton Sports and Fitness Centre (new and purpose-built for September 2015), which contains a 4 court sports hall, a climbing wall, a dance studio and a fitness suite. Our performing arts' centre, the Bishop Centre, housed in the imaginatively converted church of St John the Evangelist, together with the Rudland Music School, is also a recent example of the investment that is crucial to the school's continued development. Teaching and learning resources are plentiful and the use of ICT to facilitate learning is at the forefront of our current strategy. iPads are used by the girls in learning and all teaching staff are given iPads. The school aims to be forward-looking in its approach to teaching and learning and emphasis is placed on pedagogical development amongst all teaching staff.

Extra and super curricular activities play a fundamental part in the education we offer here. All staff play a full part in this aspect of our school's life, with numerous opportunities to lead activities, and to develop interests old and new, in school and on visits both in the UK and abroad. Girls are active participants in this programme, both as leaders and contributors, as well as benefitting from the extensive variety of the provision.

So why work at Godolphin and Latymer?

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and a mutually supportive approach. Expectations of staff are high, but equally, personal workloads are carefully considered by the supportive leadership team. There are plenty of opportunities for further appropriate professional development and a generous inset budget is provided. Support staff and teaching staff are valued equally for their part in the overall success of the school and there is a strong sense of camaraderie and fun!

The governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment to the school

Staff turnover is relatively low, indicating a stable staff, yet we also pride ourselves on the welcome and support that we give to new colleagues and we very much value their ideas and contributions. People enjoy working here!

Your Professional Duties

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

Appraisal

- 1 Participating in any arrangements that may be made for staff review.

Further training and development

- 2 Participating in arrangements for your professional development

Child protection, discipline, health and safety

- 3 Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- 4 Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere

Staff meetings

- 5 Participating in meetings at the School which relate to whole-school issues.

Job Description

The Design and Technology Technician is responsible to the Bursar, through the Teacher responsible for Design and Technology and the Head of Technology.

The Design and Technology Technician is expected to maintain the Technology teaching and stock rooms to ensure a safe, clean and orderly environment in which teaching can take place and support teaching staff.

This includes but is not limited to:

- regularly checking, testing, cleaning and maintaining equipment as necessary or as requested by the Technology staff and as per the School's current guidelines.
 - organisation of tools and small equipment
 - cutting of pupil's work from cutting lists as required ;
 - assist with duplicating and photocopying.
 - Keep materials and consumables well organised and stocked.; maintain a list of the level of stock and replace in consultation with the Head of Technology;
 - updating and maintaining an inventory of equipment in the Department.
-
- Be aware of Safety legislation and risk assessment and update COSHH register as required.
 - Assist with displays within the department as required by teaching staff
 - Catalogue and keep in good order books, videos and other resources.
 - Be environmentally aware and maintain the ethos of the department through the policy of reducing, reusing and recycling.
 - To assist with the end of term cleaning and tidying as detailed in the Department handbook.

Duties for Design and Technology

On a daily basis:

- Carry out the Equipment Maintenance Schedule, as per the Department Handbook.
- Check hand tools and machines for breakages and fit new blades etc.
- Check extractor is working.

Weekly or as required:

- Assist with the organisation and storing of girl's practical work.
- Assist with photography and digital recording/organisation of girl's work as required.
- Prepare models, jigs and other aides.
- Assist the other subjects within the department (Food and Textiles).

To carry out any other duties appropriate to a Technology Technician which the Head of Technology might reasonably request in order to ensure the smooth running of the department.

Person Specification

	Essential	Desirable	Method of assessment
Education / qualifications		<ul style="list-style-type: none"> Educated to GCSE level Educated to A-Level Equivalent relevant vocational qualifications (ideally in Technology) A Health and Safety qualification 	<ul style="list-style-type: none"> Application form Interview
Experience	<ul style="list-style-type: none"> Experience of having used tools / machinery / equipment relevant to the role 	<ul style="list-style-type: none"> Previous experience in a similar position in a school environment Experience of Food / Textiles Technology also 	<ul style="list-style-type: none"> Application form References Interview
Skills and abilities	<ul style="list-style-type: none"> Practical skills relevant to the role Ability to manage time and workload Ability to work unsupervised Ability to work effectively as part of a team Good ICT skills 	<ul style="list-style-type: none"> Manual handling trained or the willingness to learn 	<ul style="list-style-type: none"> Application Form Interview (including task)
Personal qualities	<ul style="list-style-type: none"> To be committed to safeguarding and to promoting the welfare of students To be pleasant, helpful and polite To provide support to the teachers and students whilst maintaining appropriate boundaries Shows initiative and uses common sense Is well-organised Is reliable Willing and able to be flexible A good communicator A willingness to learn and undertake training if required 		<ul style="list-style-type: none"> Application form References Interview
Knowledge / understanding		<ul style="list-style-type: none"> An understanding of how Technology is studied in a school context A good knowledge of basic health and safety (training will be provided) To have undertaken Safeguarding training 	<ul style="list-style-type: none"> Interview

The Department

The Technology department is divided into two areas; Food Preparation and Nutrition, and Design and Technology. Both subjects have specialised Technicians working part time during the term time.

Both subjects are taught from Year 7 to Year 9 inclusive. GCSE courses are offered in Design and Technology and Food Preparation and Nutrition. The subject is delivered through high quality teaching from specialist teachers. The emphasis is on practical work with girls designing and making their own products whenever possible. However, research and the teaching of theoretical concepts form an integral part of the courses. Girls are encouraged to evaluate their own and other people's work. Products made in Design and Technology are frequently displayed in school for the community and visitors to see and this is encouraging for girls' self-esteem. Girls will have the opportunity to sample the dishes made in Food Preparation and Nutrition which are then usually taken home for friends and family to enjoy.

Lessons are taught in well-equipped rooms and the equipment is regularly updated to provide girls with the opportunity to develop a range of skills: these include resistant materials, food and textiles.

The Technology department is constantly striving to achieve the very best for all students and it has a very strong team ethos and is successful, supportive and friendly.

Salary, Hours and Benefits

The salary awarded will depend on experience and qualifications of the successful candidate. The Governors review salaries each year to ensure they remain competitive. Salaries are paid by account transfer on the 25th day of each month, or the previous working day, in twelve equal payments.

Hours

This is a part time position for 20 hours per week to be worked over five days per week (Monday to Friday) during the term time and the complete weeks during which each school term starts and ends. The exact hours of work will be agreed on appointment and may need to be reviewed annually dependent on the teaching timetable. A degree of flexibility is both required and offered.

Benefits include:

Staff Fee Remission – staff are eligible for fee remission, currently 66% of the basic school fee for a full-time employee; part-time staff are eligible to a reduction a pro-rata basis. The continuance of School fee remission is at the discretion of the Governors.

School Nurse and Doctor on site – the school medical department employs two school nurses and the school doctor is on site for half a day every week.

Enhanced sick and maternity/paternity pay arrangements – the school offers additional support to staff via its sick and family friendly policies.

Membership of the Non Teaching Staff Pension Scheme with employer's contributions up to 12%. Automatic life assurance cover (4 times annual salary) for members of the pension scheme.

Personal Accident Insurance – staff are covered for permanent disability resulting from an accident, whether at School or elsewhere. Cover is provided for 365 days of the year.

Childcare Voucher Scheme – the School offers staff the opportunity to join the tax advantageous childcare voucher scheme.

Advance purchase of travel cards with monthly repayments – the School will pay for your travel card (minimum three month card) and collect the repayments, at cost, over the life of the travel card.

Lunches and Refreshments – lunches and refreshments provided in the Staff Room and Staff Dining Room are provided by the School to all members of staff, free of charge.

Fitness Facilities – staff can use the fitness facilities in the Hampton Sports and Fitness Centre and the school's outdoor sports facilities. There are also two Yoga classes, two Zumba classes and a Rock Climbing session for staff to attend each week during term time free of charge.

Acupressure – for half a day each week, fifteen-minute appointments can be booked by staff with an Acupressure Therapist for arm, neck or shoulder massages, on the school site, free of charge.

Application

Please read the recruitment pack carefully including the School's Safeguarding and Recruitment policies. Fully completed application forms should be returned to the Personnel Department at the School by post or by email to recruitment@godolphinandlatymer.com by **noon** on the closing date. Please note that CVs alone and late applications will not be considered.

The closing date for applications is **noon** on Thursday 7 December 2017.

Interviews will be held shortly after the closing date.

The start date will be January 2018 or soon after.

Equal Opportunities

It is the policy of The Godolphin and Latymer School to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender medical condition or disability.

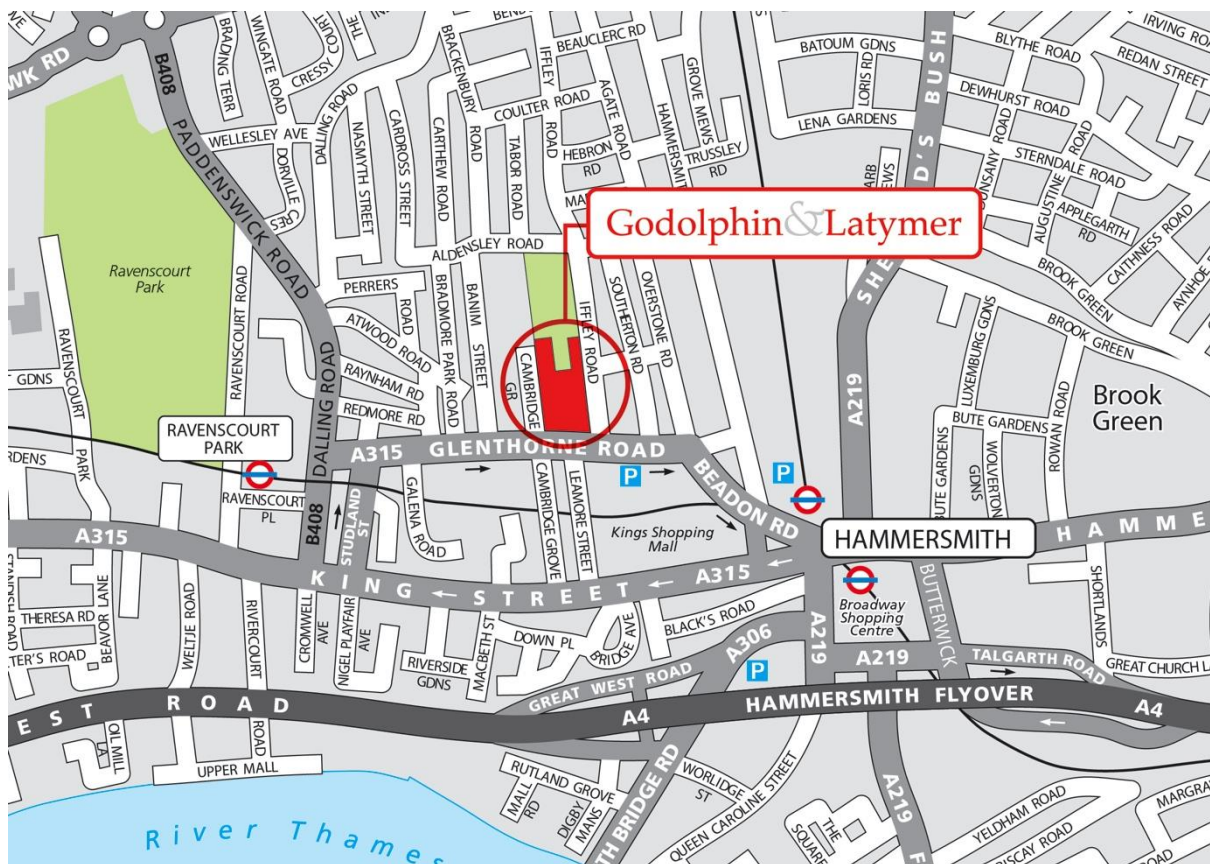
Safeguarding

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those as "spent" must be declared. The successful candidate will be required to complete a Disclosure & Barring Service application. References will be sought on short-listed candidates and we may approach previous employers for information to verify particular experience and qualifications. The successful candidate will also be required to provide original certificates of qualification and undergo a medical examination prior to taking up the post.

Charitable status

The Charity called The Godolphin and Latymer School (charity registration number 312699) is administered by The Godolphin and Latymer School Foundation, a charitable company limited by guarantee (Company number 3598439).

Location



Nearest Underground Stations:

Hammersmith (District, Piccadilly, and Hammersmith & City Lines)
Ravenscourt Park (District Line).

Bus Routes

To Hammersmith Broadway:

9, 10, 27, 33, 72, 190, 209, 211, 220, 266, 283, 295, 391, 419

To Glenthorne Road: 27, 190, 266, 267, 391, H91

By Car

There is a one-way system in Hammersmith.

From Hammersmith Broadway: turn left into King Street, take the 2nd right into Cambridge Grove, turn right into Glenthorne Road and turn left into Iffley Road for the school.

Car Parking

We regret that there is no car parking available in the school grounds, but there is a public car park (entrance in Glenthorne Road) only a few minutes from the school, which is inexpensive. There is also a limited amount of pay and display parking in the surrounding streets.

Please note that the entrance to the school and the staff car park is on Iffley Road.

On Arrival

Please report to Security.

