****

**DT Technician Information Pack**

As soon as possible

**Linton Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments will be subject to satisfactory references and an enhanced DBS check.**

 **Contents**

1. Advertisement

2. Letter to applicants from the Principal

3. Technology Department/ Business and Enterprise Faculty information

3. Job description

4. Person specification

5. Application instructions/information

****

LINTON VILLAGE COLLEGE, Cambridge Road, Linton, Cambridge, CB21 4JB

A comprehensive 11 – 16 Academy of 850 students

Principal: Helena Marsh, MEd



**DT Technician Part-time**

**Main Scale 3 / Point 5-6 (£19,312 – £19,698) FTE**

Required as soon as possible, we are looking to recruit a capable, efficient and positive individual to join the Business & Enterprise Faculty as part of the Design & Technology Department at Linton Village College.

The post is an integral part of supporting the teachers in the Design & Technology and Engineering Department, which is part of the Business & Enterprise Faculty. You would be required to ensure up to date Health and Safety, COSHH standards are implemented, whilst maintaining machinery and tools to ensure safe use by staff and students. You will form a valuable part of the faculty team, providing additional support to students and teachers during lessons and practical activities. You will support the Head of Department in the day to day organisation and resourcing of the department and developing teaching resources as required.

The post is for **22.5 hours per week**, term time only (38 weeks). Salary Scale 3, point 5 -6 (£19,312 - £19,698 FTE) Normal working hours are 8.00am to 4pm with 1/2hr unpaid break each day. Hours are negotiable dependant on school timetable and availability of the most suitable candidate.

Linton Village College is a high-achieving comprehensive 11-16 school at the heart of its local community. Ensuring a high-quality education for all of our students on a daily basis is our core priority. This is underpinned by a culture in which strong relationships, effective pastoral care and personal development opportunities are of paramount importance. We are committed to offering enriching learning experiences and we strive for educational excellence. We have very high expectations and provide a nurturing, friendly and supportive environment in which everyone can thrive and achieve.

We support colleagues’ professional learning in national programmes as well as through a broad in-school and Trust-wide training offer. We also enjoy strong links with primary partner schools, sixth form colleges and the Faculty of Education at the University of Cambridge. Our membership of Anglian Learning, a Trust fully committed to Design Technology education, provides further opportunities for career development and collaboration.

To find out more about this vacancy, please download an application form and information pack from our website at [www.lvc.org](http://www.lvc.org). We welcome contact from interested candidates to discuss the role. Please contact humanresources@lvc.org to make an appointment. Applications must be submitted on the College’s application form; CVs will not be accepted. Requests for flexibility in working arrangements/patterns will be considered.

Closing date for receipt of applications is **12 noon on 6 December 2021.**

*Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The College welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.*



Dear Applicant,

**DT Technician vacancy**

Thank you very much for your interest in this position at Linton Village College. I hope that the information enclosed will encourage you to apply to join our dedicated team of staff.

I appreciate that the current Covid-19 context adds additional challenges to the prospect of applying for a new teaching role. A number of colleagues were recruited during the last lockdown period and have settled in brilliantly. You can find information about the measures that we are taking to keep all members of the College community as safe as possible in the letters page on the College website.

I hope that this information pack and other available information, helps you to appreciate what makes Linton Village College a special place to work and learn even though you are not able to visit us in person at this time.

College ethos

We are a relatively small 11-16 comprehensive secondary academy with around 850 students on roll. Our culture is characterised by an inclusive and caring ethos. At Linton Village College everyone is a learner and every learner matters. Opened in 1937 as the second of Cambridgeshire’s Village Colleges, the school is still true to Henry Morris’ founding vision for cradle to grave learning. We operate a community sports centre and adult education provision in addition to community clubs.

Location and facilities

Linton Village College is situated on the outskirts of Cambridge. Our students come from a large number of primary schools in South Cambridgeshire and bordering Essex and Suffolk villages, plus the town of Haverhill. There are excellent transport links and we have an expansive campus with lots of green spaces and some fabulous facilities including a beautiful library, science labs, dance studio and excellent sports amenities. Our staff and students also benefit from links with the Granta Special School that is co-situated on our site.

School culture

Having been a pilot school for the Relational Schools research project, we prize the importance of developing strong relationships between all members of the College community. As a close-knit staff, there is collaboration and support across departments. We are people-centred and committed to having reasonable workload expectations of our staff (as showcased by the DfE) and access to high quality professional development. The six Linton Learner attributes are the qualities that we recognise, develop and promote in our students: curiosity, reflection, ambition, care, independence and responsibility. We have a strong safeguarding culture at the College.

Student profile

As Linton Village College has grown, its student demographic has diversified. Our cohort varies year on year but is typically above national average with a significant proportion of higher-attaining students. Our intake is very comprehensive and in recent years we have attracted more students with acute SEND. Some have benefited from bespoke provision with the Granta Special School while others have needed more in-house modification to meet their needs. The proportion of students eligible for the Pupil Premium is lower than the national average (around 11%). We have relatively few EAL students.

Pastoral care

The care and support on offer to students is a strength at Linton Village College. Each student is a member of a horizontal tutor group within a vertical House. The form tutor plays an integral role in offering pastoral care and supporting educational success. A Support Hub houses the four Heads of House and a range of other colleagues with specific pastoral expertise including an inclusion and safeguarding team, caseworkers and a counsellor. This team works in partnership with the SEND team in our Learning Hub.

Academic success

The College has maintained above-average levels of attainment and progress over a number of years with Progress 8 results of around/above 0.3+ since the introduction of this measure. We are consistently within the top 25% of all schools nationally. In 2019, all students achieved positive value added, including vulnerable groups, with exceptional outcomes achieved in Science and Art. We are keen to sustain this success and strive for even stronger outcomes and to close achievement gaps, particularly in Maths, for SEND students and low/middle prior attaining boys which are areas of relative underperformance.

Enriching education

We value the importance of a holistic education. Students at Linton Village College benefit from a wealth of enrichment activities including trips and visits to support the curriculum (particularly in STEM subjects and careers education) in addition to a thriving extra-curricular programme. A 5-day enrichment week in the summer term enables all students to engage in cultural opportunities beyond the classroom – the ambition is for every Year 9 student to experience a residential excursion. There are plentiful lunchtime and after school clubs on offer and, as an Artsmark Platinum school, we are proud of our exceptional provision in the Arts.

Professional networks

Our staff body benefits from accessing training through Anglian Gateway Teaching School and through membership of the SSAT network and Whole Education. We also have close links with the University of Cambridge and other teacher training providers as well as our local primary schools. We joined Anglian Learning Trust on 1st April 2020. Membership of this local, community-focused and like-minded group of schools affords us lots of opportunities for professional development and school improvement.

College Improvement priorities

Our College improvement plan centres on the importance of achieving consistency in the quality of educational provision:

* achieving an ambitious curriculum experience for all students in all subjects;
* embedding consistent and effective behaviour for learning across the school;
* ensuring that SEND teaching and provision enables all students to be successful.

It is my sixth year as Principal and it is a privilege to lead the College. However, there is much to be done to ensure that Linton Village College continues to be a vibrant, high-performing and successful school that meets the needs of all of its learners. I hope that you feel inspired to join us and play an integral role in the College’s improvements.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Helena Marsh

Principal

**The Technology department/Business and Enterprise Faculty information**

**THE DESIGN & ENGINEERING DEPARTMENT**

The department has a small team of teachers, ranging from experienced to non-subject specialists, and often has trainee teachers as well. It is a supportive and friendly department within the school and is intentionally focused on the engagement of every student to ensure the maximum progress of every learner. When covid doesn’t restrict us, the workshops are usually busy at lunch times and after school as students are welcome to come back to complete projects and stretch their skills further. All rooms have data projectors and general workshops equipment that you’d expect, but we also have access to 3D printers, a laser cutter, centre lathes and a milling machine.

**THE CURRICULUM**

Our curriculum is built around the D&T programme of study for key stage 3 and the GCSE courses that we deliver. At KS3 we keep the experience as multi-disciplined as possible, covering skills with wood, metals, plastics, textiles, and electronics. The KS4 options are Design & Technology GCSE and Engineering GCSE, both with AQA. KS3 students receive 3x 60-minute lessons a fortnight and KS4 have 5x 60 minute periods a fortnight. As well as teaching workshop skills, we encourage creativity and embrace other concepts as well, so our projects range from USB lamps, for example, to aerodynamic cars. As the final GCSE projects are quite rigorous and individualised, there is a strong emphasis on helping our students develop into independent learners who can self-direct, and project manage when required. We believe these are fundamental skills our students need both within our subject area, but also beyond in life and industry.



**Job Description: DT Technician**

**Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.**

**Site** Linton Village College

**Grade** Scale 3, Point 5-6 (£19,312 - £19,698 FTE)

**Hours of work** Part time

**Responsible to** Head of Design & Technology

**Job purpose** To support teaching and learning within the B&E Faculty

**Duties**

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or line manager to ensure efficient and effective operation of the College.

1. Ensuring the proper maintenance of all equipment and upkeep of faculty facilities in accordance with good practice and standards. Making regular checks and rectifying if possible or reporting problems.
2. Ensure that the requisite Health and Safety Regulations and Codes of Practice are complied with for the safety of staff and students. Keep up to date with changes to H&S and COSSH regulations and reporting any issues with compliance.
3. Ensure that adequate stock levels are maintained within the Faculty. Assist with sourcing, ordering and checking of deliveries and maintaining relevant stock control records.
4. Assist with stock takes of resources, equipment and other materials.
5. Ensure that all equipment and materials are safely stored in line with local and national regulations.
6. The preparation of equipment and materials for use by the students in the classroom.
7. Assisting with the development of teaching and learning resources.
8. Supporting teachers and students with activities in the classroom and on trips on a regular basis.
9. Familiarisation with new equipment and supporting staff to integrate new activities into their teaching; contributing and sharing best practice.
10. Participating in training and other learning opportunities as required.
11. Developing and maintaining effective working relationships with other staff
12. Being aware of and complying with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
13. Any other duty requested by the line manager commensurate with the post

**Person Specification: DT Technician**

**Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.**

|  |  |  |
| --- | --- | --- |
| **Education** | **Essential** | **Desirable** |
| Educated to GCSE level with a good standard of literacy and numeracy |  |  |
| Relevant qualification or experience in faculty area |  |  |
| School support staff qualification |  |  |

|  |  |  |
| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| A wide range of experience relevant to tools, machines and materials |  |  |
| Experience of working in a similar environment |  |  |
| Experience of working in a school or college context |  |  |
| Experience of using ICT for sourcing, ordering and budget management |  |  |

|  |  |  |
| --- | --- | --- |
| **Professional Qualities** | **Essential** | **Desirable** |
| A high level of organisational ability |  |  |
| Attention to detail |  |  |
| Ability to work well with other colleagues |  |  |
| Ability to meet deadlines |  |  |
| Ability to communicate effectively with all staff |  |  |
| Ability to learn quickly |  |  |
| Ability to plan work strategically in a methodical way |  |  |
| Ability to work independently |  |  |
| An interest in education |  |  |
| Ability to use ICT and CNC (Computer Numerical Control) – training will be given |  |  |
| Able to converse at ease with members of the public (i.e. staff and pupils), answer questions and provide advice in accurate spoken English |  |  |

|  |  |  |
| --- | --- | --- |
| **Personal Qualities** | **Essential** | **Desirable** |
| A commitment to safeguarding and promoting the welfare of children |  |  |
| Dedication and enthusiasm |  |  |
| Good humour and an ability to maintain perspective |  |  |
| Excellent attendance and punctuality |  |  |
| A liking and respect for young people |  |  |
| Appropriate professional relationship with colleagues and children |  |  |

**Application instructions/information**

**Recruitment incentives**

* Free membership of the College’s Fitness Suite.
* Childcare voucher benefits scheme.
* Cycle to work scheme.
* Access to free parking on site.

**How to apply**

1. Complete the application form. This is available to download from our website at <http://www.lvc.org/pages/Vacancies.php>. CVs will not be accepted.
2. Write a letter of application to the Principal, Helena Marsh, of no more than two sides of A4. Please make reference to the person specification and job description and explain how your knowledge, skills, values and attributes make you well-suited to this role at Linton Village College.
3. Send your completed application form and letter to Ann Badcock, HR Officer, no later than

**12 noon and 6 December 2021** at humanresources@lvc.org. Please include the vacancy job title in the subject line and attach your application form and letter. Please do not send hyperlinks or other file formats.

1. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
2. Please read our privacy notice for job applicants and our recruitment and selection policy on our [vacancies](http://www.sawstonvc.org/staff-and-governors/vacancies) page.
3. If you have any queries about the application process please contact Ann Badcock, HR Officer, at humanresources@lvc.org.

**Find us**

Directions to the College can be found [here](http://www.lvc.org/pages/Contact.php)[.](http://www.sawstonvc.org/contact)

**Ofsted**

Read our most recent [Ofsted report](http://www.lvc.org/indigo/ckfinder/userfiles/files/Linton%20Village%20College%20Final%20Ofsted%20Report.pdf)[.](http://www.sawstonvc.org/the-college/ofsted-report)

## **Professional development**

Linton Village College is a member of the [Anglian Learning](https://anglianlearning.org/) multi academy trust and [Anglian Gateway Teaching School.](https://www.angliangatewaytsa.org/)

**Accompanying documentation**

The College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

* a completed disclosure of criminal convictions form;
* details of any child protection investigation that you may have been subject to;
* notification of any relationship with any pupil, employee, governor or trustee;
* evidence of your right to work in the UK;
* confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
* original qualifications certificates, and
* a signed and dated hard copy of your application form and covering letter if you originally submitted them via email.

Full details of the documents required will be sent with your invitation to interview.

**Linton Village College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. Appointments will be subject to satisfactory references and an enhanced DBS check.**

**The College welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.**

