



## Job Application Pack

### **Design & Technology and Food Technician**

Contract: 37 hours per week, term time only

Salary: Scale 3 £19,312 - £19,698 per annum FTE

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## Letter from the Principal

Dear Applicant

Thank you for your interest in our recently advertised post of Design & Technology and Food Technician at the Nottingham University Academy of Science and Technology (NUAST).

NUAST is a centre of Excellence in Science, Engineering and Computing/IT. We are a specialist academy teaching students aged 11-19 years old. Our aim is to ensure that young people who are passionate about STEM have opportunities to realise their maximum potential with us. We currently have over 900 students. NUAST opened as a 14-19 school in 2014 and we took our first Year 7 cohort in September 2018. NUAST is well regarded within Nottinghamshire and is over-subscribed for entry.

The NUAST staff team is dedicated to ensuring that our strong and caring pastoral system encourages and supports our students to access the excellent specialised facilities and the unique opportunities available. NUAST has achieved excellent results and has firmly established a reputation for academic success.

Along with the responsibilities associated with the position, the successful candidate will be responsible for helping to form the culture, ethos and working practices of the Academy at every level. Our OFSTED inspection graded us as Good overall and Outstanding for Sixth Form.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R White', with a stylized flourish at the end.

Robert White  
Principal

## **Application Process**

If you feel that you could contribute to the students and team at NUASt, we would welcome your application.

All applications need to be submitted online and can be accessed [here](#).

Wherever possible, please provide email addresses for your referees.

Please ensure your application arrives by 5.00pm on the closing date of Sunday 11<sup>th</sup> April 2021.

Interviews for the role will take place on Tuesday 4<sup>th</sup> May 2021.

If you have not heard from us within five days of the close of application this means that you have not been successful on this occasion.

## **About NUAST**

### **The Academy**

NUAST is an 11-19 academy based in Nottingham offering the very best educational opportunities for our students.

With specialist teachers, specialist facilities and the unique opportunity to work with the University of Nottingham and industry partners at KS3, KS4 and KS5. NUAST offers our students specialist STEM teaching and a broad range of subjects that will support their future progress to further study or employment.

### **Curriculum**

Our curriculum balances specialist teaching in STEM with the other core subjects which students will need to get a place at a university or secure a good job or apprenticeship.

### **The Academy Day**

Starting at 8.00am, the academy's formal curriculum offer operates until 2.45pm Monday – Thursday and 8.00am-2.00pm on Fridays. Thursday sees student leave the Academy at 2.45pm with staff CPD taking place until 4.00pm.

### **Pastoral Care**

At NUAST student's well-being is of primary importance to us. As a small academy we can offer a high level of care and guidance. All students will have a learning mentor.

Mentors will guide and support students throughout their time at NUAST. In addition all students are offered specialist career advice with the support of our University and Industry partners.

In terms of behaviour, we have a very simple approach. Work hard and be kind.

### **Industry Partners**

From the very start, NUAST has had the support and guidance of some of the biggest industry names in engineering and information technology. Their knowledge and understanding of the skills and attributes required to become a future employee in their fields has guided the curriculum and helped shape the facilities.

As students learn and train at NUAST, they will have the opportunity to work with these companies alongside NUAST teaching staff. Students will leave NUAST fully equipped to enter the world of work or higher education with an enviable set of experiences and contacts.

NUAST has many partners, some of which are listed below:

Rolls-Royce Siemens Toshiba XMA Esendex Experian

Employer engagement has proved to be invaluable. We seek to expand this to all areas of the curriculum.

### **Education Partners**

In addition, NUAST is sponsored by the University of Nottingham, which provides students with access to world-class research facilities and staff. The university will provide opportunities to develop academic experiences and knowledge.

Students wishing to pursue degree level courses will be given help and support when applying to university.

Finally, education provision is supported by the Nova Education Trust.

As education partners, the Trust deliver exceptional educational support with access to curriculum and pastoral groups, and support in areas such as safeguarding, Governance and other central service functions.

### **Facilities**

Housed in a purpose-built, iconic building, NUAST offers the most advanced GCSE and Post 16 facility for the teaching of science, mathematics, engineering and computer science in the local area. Our new sixth form centre opens at the beginning on November 2020 at the University of Nottingham Highfields Science Park.

Industry standard science, IT and engineering facilities are complemented by a full suite of teaching rooms covering all key English Baccalaureate subjects.

Having opened in Autumn 2014, the building is designed to provide our students with all the experiences they will need to enter higher education or industry. The building has been designed as a modern workplace: open, light and attractive with excellent catering, study and outdoor spaces.

For more information about the academy visit: [www.nuast.org.uk](http://www.nuast.org.uk)



## NUAST Job Description

<b>JOB TITLE</b>	Design & Technology and Food Technician
<b>HOURS OF WORK:</b>	37 hours per week, term time only
<b>SALARY SCALE:</b>	Scale 3 £19,312 - £19,698
<b>CONTRACT TYPE:</b>	Permanent

### Department Overview

The Engineering/DT department occupies extremely well equipped classrooms within our purpose built building. There are currently eight members of staff in the department.

### Job Purpose:

You will assist curriculum leaders and teachers to deliver successful practical lessons in food, art and design.

### Duties and Responsibilities:

The specific responsibilities of this post are shown below. These duties and workload are self-managed (i.e. planned and prioritised) and are undertaken within required timescales:

- To prepare equipment and materials, including handouts, required for demonstrations and for practical work and dismantling and storage after use.
- To maintain all the necessary equipment and consumable resources to deliver practical lessons, tests and experiments as required by the department heads, in a safe environment
- Develop appropriate practical activities with the department head to further meet the curriculum needs
- To operate departmental documentation systems (cataloguing, filing, worksheets, etc.)
- To maintain a good stock of necessary materials including operating and administering stock control, ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, etc
- To support the Head of Department with ensuring that all COSHH, HACCP, risk management, health and safety policies and procedures and other relevant legislation are met
- Comply with all statutory requirements in relation to Health & Safety and be aware of the schools Health & Safety Policy
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions
- Assisting pupils and teaching staff with classroom practicals, demonstrations

- and computer associated equipment
- To support design and food technology classes
- To liaise with teaching staff to support their timetables
- To construct and/or modify simple teaching aids
- To inspect, maintain and ensure the correct use of safety equipment and attend health and safety meetings
- To be responsible to the Head of Department for the maintenance and upkeep of the technology areas and advising on any improvements which can be made in this respect
- To keep surfaces, cookers, sinks and technology equipment clean
- To check services (gas, electricity and water) and equipment within the classroom is safe
- To repair and maintain machinery and hand tools and reporting equipment for repair if outside the capabilities of the Technician
- To maintain appropriate documentation through Microsoft products.

### **Generic Requirements:**

It is a requirement of all posts within the Academy that Health and Safety requirements are upheld in the performance of duties

All employees of the Academy are required to uphold the Equality and Diversity Policy and the Academy's Code of Conduct

All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by the Principal.



### Person Specification

	REQUIREMENT	Essential	Desirable
<b>Qualifications &amp; Experience</b>	GCSE Grade C or above in Mathematics or English or equivalent	X	
	NVQ Level 3 or equivalent experience in Technology or Design		X
	Previous experience working in an Academy in the same/similar role		X
<b>Skills &amp; Abilities</b>	Effective time management skills	X	
	Ability to prioritise workload and work towards deadlines	X	
	Adaptable approach to work and confidence to respond and deal with unanticipated problems	X	
	Ability to work effectively as part of a team and a willingness to support others	X	
	Capability to work independently and use own initiative as and when required	X	
	High level of attention to detail	X	
	Ability to demonstrate enthusiasm and sensitivity while working with others	X	
	Creativity, flexibility and innovation	X	
	Reliability under pressure	X	
	Ability to work as part of a team and establish good working relationships with teaching staff and pupils	X	
	A commitment to safeguarding and promoting the welfare of young people	X	
	Outstanding communication skills	X	

Responsible to:	Principal
Date:	March 2021