All Hallows Catholic School

Information Pack

for

Design & Technology Technician

All Hallows Catholic School
RECRUITMENT
recruitment@allhallows.net

Welcome

Thank you for taking the time to visit us, we hope this pack provides you with the information you need, to join our All Hallows Family.

All Hallows is a Roman Catholic comprehensive school and Sixth Form College in the diocese of Portsmouth that serves the students and families of Surrey, Hampshire and Berkshire. We are a happy and high-achieving school, offering a wide range of activities outside the classroom to ensure each student experiences a wide range of opportunities to help them find their place in the world.

Staff at All Hallows share our Gospel values and we are committed to using our talents to serve our students, in both their academic and spiritual lives. We believe that working together we will ensure that our students will be happy and successful in all that they do.

We look forward to welcoming you to All Hallows in the future.

Yours sincerely

Mark Baines
Headteacher



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Design & Technology Technician

This exciting position has arisen for a pro-active and creative individual to support our Design & Technology Department.

Salary Scale AH5, £26,988 to £28,592 FTE

FTE hours 37, Monday to Friday. Actual pro-rata based on 39 weeks per year (43.8 paid weeks including holiday pay) is £22,732 to £24,083 dependent on experience and qualifications.

The position is term-time only.

Should you wish to apply, please send your CV and covering letter to Paula Gosling at p.gosling@allhallows.net. Closing date Monday 6 July 2026.



The Design & Technology Department



As a department, we strive to teach our students a broad and varied curriculum that engages and inspires. We want our students to develop the skills required to fulfil a variety of technological and creative career paths. Our students are encouraged to achieve their potential in well resourced, specialist and multipurpose rooms, suited to all key stages.

Key Stage 3

In Key Stage 3 the students have one 100 minute lesson each week. Students follow a rotation of Graphic Products, Food, Textiles and Resistant Materials modules each with an aspect of Systems & Control and SMSC included.

In Year 9, students specialise in two of the four areas, allowing them to become more confident and knowledgeable of the subjects in preparation for making an informed decision for their GCSE options.

GCSE

Within the department we offer a range of GCSE options to our students. We currently offer AQA GCSE D&T Product Design and Food Preparation & Nutrition, as well as the Art & Design Textiles, Graphic Design and 3D Design GCSE. The students have three 100-minute lessons over the course of the two week timetable.

We are a successful department, with our most recent GCSE cohort achieving 87.5% grades 9-4,and are always striving to improve.

A-Level

We continue to inspire our students at A level within the department and currently offer A level Graphic Design, 3D Design and Textiles, all of which are the AQA Art & Design courses. We work hard to recruit students from our KS4 specialist groups. Our results at key stage five are excellent, with the majority of students achieving a Grade B or above. We work to create a team environment with our Sixth Form students and encourage them to work with autonomy and freedom within the department. We take the responsibility to help our students 'find their vocation' very seriously within D&T, and approximately 75% of each cohort choose to continue their studies in the Creative Industries subjects at university or apprenticeships.

The department boasts fantastic facilities including three very talented technicians to support in lessons. We have two newly refurbished food rooms, specialist Graphic Design suite, multipurpose rooms and workshops. In addition to all standard departmental tools and equipment, there are two laser cutters, a 3D printer, three large format printers and an industrial sized Boxford Milling machine as well as 2D Design and the Adobe Creative Cloud software within the department.

Simon Lewis
Head of Department (s.lewis@allhallows.net)

Job Description

Design & Technology Technician

JOB PURPOSE

To support the teaching of Design & Technology. The post-holder must be able to communicate with students and staff alike.

RELATIONSHIPS

The post holder is responsible to the Head of Design Technology and to the Headteacher.

All staff of All Hallows Catholic school should endeavour to maintain the Catholic character of the school in accordance with the directions given by the Governors and subject thereto, the directions given by the Headteacher.

RESPONSIBILITIES & KEY TASKS

It is expected that the technician will carry out the following tasks as a matter of daily or weekly routine in the most appropriate way.

It is hoped that the technician will bring their own interests and enthusiasm to the Design and Technology Department.

Responsibilities

To prepare materials and components for classes – usually set for KS3, KS4 could be different and pupils should provide cutting lists.
To oversee the order and maintenance of the workshop tools, tool boards, spare tools, equipment and machines (clean, safe, sharp etc.). The tool boards/boxes should be checked regularly and kept full.
N.B. The technician should oversee contracted maintenance and deal with the company.
To keep all the various tubs / containers full in all the workshops. This includes storage tubs, nail and screw boxes.
To maintain the benches and vices in workshops.
To be responsible for the safe and orderly storage of materials in the allocated areas. This includes wood, metal and plastic.
To be responsible for the safe and orderly storage of consumable items / electronic components in the racking system in the technicians store.
To arrange for the cleaning of workshop aprons.
To assist the teacher or pupils in lessons by arrangement.
To offer advice to staff where appropriate.
To inform the HoD of any health and safety issues.
To turn off the power to all rooms at the end of the day (computers included) and 'close down' all rooms.
To prepare teaching aids for projects as asked or when required.

Job Description

Design & Technology Technician

RELATIONSHIPS

The post holder is primarily responsible to the Head of Design & Technology, but may also receive guidance and instruction from relevant Heads of Department, and the Headteacher. The post holder will also have the opportunity to work directly with the students (aged 11-18).

All staff of All Hallows Catholic School should endeavour to maintain the Catholic character of the school in accordance with the directions given by the Governors and subject thereto, the directions given by the Headteacher.

SAFEGUARDING

All Hallows Catholic School is committed to safeguarding and promoting the welfare of our pupils in school in accordance with the Children Acts 1989 and 2004, and the Education Act 2002. All staff and volunteers must share this commitment and will be expected to undertake training as and when appropriate.

HEALTH AND SAFETY

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LA's policies and procedures.

All members of staff are expected to maintain an appropriate professional appearance in accordance with the agreed guidelines published in the Staff Handbook.

OTHER DUTIES

Such other duties as may be reasonably allocated within the purview of the post by the Headteacher or Head of Design & Technology.

FLEXIBLE WORKING

The post-holder is expected to provide support and administrative help in providing cover in the event of the absence of another team member.

GENERAL

This job description is not necessarily a comprehensive description of the post. It may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in any School Performance Management or Appraisal programme for support staff and to participate in appropriate staff training and development activities.

NOTE

In the event of any disagreement concerning this job description, the matter should be raised with the Headteacher. Contracts and Administration are organised through the Finance Department.

To administer a tool loan systems by recording any loans, and checking tools back in.
To take delivery of and check in materials or new equipment.
To order materials when requested.
To keep a record of any materials that are used by other departments. The Head of Department can then charge for them.
To file subject specific catalogues so that they are available to all staff.
To instruct staff on the safe use of tools, machines or equipment when asked.
To purchase any items locally if the need arises.
To assist with the displaying of work in the department and school.
To be responsible for the workshop inventory. To update annually.
To organize the books, videos and software in the department, their storage and administration of a loan system.
To clean machines that require specialist cleaning.
To process students' work on the laser cutter and Boxford router.

OTHER DUTIES

Such other duties as may be reasonably allocated within the purview of the post by the Headteacher or Bursar.

FLEXIBLE WORKING

The post-holder is expected to provide support and administrative help in providing cover in the event of the absence of another team member.

HEALTH AND SAFETY:

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LA's policies and procedures.

All members of staff are expected to maintain an appropriate professional appearance in accordance with the agreed guidelines published in the Staff Handbook. All employees are also required to sign a confidentiality agreement concerning any personal information they may obtain about any member of our community in the course of their duties.

GENERAL

This job description is not necessarily a comprehensive description of the post. It may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in any School Performance Management or Appraisal programme for support staff and to participate in appropriate staff training and development activities.

NOTE

In the event of any disagreement concerning this job description, the matter should be raised with the Senior Management of the school.

Contracts and Administration are organised through the School Bursar and her team.

Our Vision

Our vision at All Hallows is to form happy, successful students who reach their full potential and leave the school with integrity and moral purpose. We want a whole school experience that everyone would wish for their own children. We put our students at the heart of everything we do, guided by the truth and love of Christ.

Our Core Values

Respect	**Respecting ourselves, others and our community**	We expect our students to **respect** God, themselves, others and the All Hallows Community;
Courage	**Never giving up and taking on new opportunities.**	We expect them to be **courageous**, to never give up and take on new opportunities;
Responsibility	**Taking ownership of our actions and who we are**	We want them to take ownership of their actions and take **responsibility** for themselves;
Consideration	**Being thoughtful and giving our time for others**	We want them to be **considerate**, by being thoughtful and giving up time for others;
Intellectual Curiosity	**Using new ideas and concepts, challenging our way of thinking**	We expect them to have **intellectual curiosity** by using new ideas and concepts and challenging themselves in how they think.

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High Expectations

OFSTED 'OUTSTANDING'

By way of external credentials, we are rated an 'Outstanding' school both by Ofsted and by the Diocese of Portsmouth.

Delivering Excellence

Our Curriculum

All Hallows delivers a full, broad and balanced curriculum, which promotes lifelong learning as well as academic and personal achievement, alongside a spiritual education.

Students have opportunities to participate in extra-curricular activities and events to develop their interpersonal skills.



Our Practice

Lessons are planned around 4 key phases of learning. These phases are a framework for staff to help support the delivery of the features of high-quality instruction.

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Staff Benefits

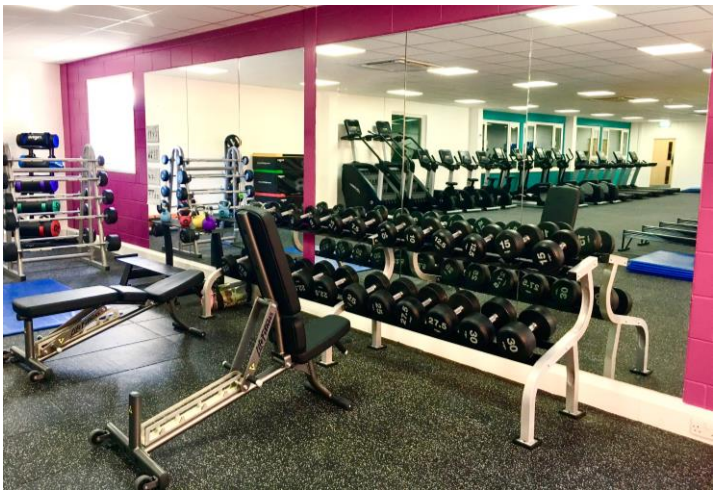
The Small Things Matter

- Ongoing training for all staff
- Free staff parking
- Large staffroom with free tea & coffee
- O365 free remote access
- Staff library
- Use of the swimming pool before school, and use of the fitness suite both before and after school
- Cyclescheme & Techscheme salary sacrifices
- Regular staff socials throughout the year, including Friday 'Tea & Cakes'









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