



**POCKLINGTON  
SCHOOL**

Ages 3 to 18



**Design Technician**

**Information Pack**

**August 2021**







## School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick of the parish as well as the foundation of a school “for the bringing up of youth in virtue and learning”.

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is in the school a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 4 houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a Sixth Form Centre, a superb library, a new Art and Design Centre, a swimming pool, and other sports facilities.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines.

Staff are supported through a range of benefits which are explained further below as well as approachable and supportive colleagues. You will be encouraged to undertake development opportunities, and will find a friendly and welcoming working environment. We offer a community feel, not just a workplace.



**POCKLINGTON  
SCHOOL  
FOUNDATION**

# STRATEGIC EDUCATION VISION 20-25



## ETHOS AND VALUES

We offer incredible experiences inside and outside the classroom and believe in challenging and encouraging our students to seize opportunities that we go the extra mile to provide. These activities and our personalised approach to teaching and learning help to form the bedrock of our students' individual characters. We are a day and boarding Christian foundation that is academic and inclusive

and a family school whose togetherness, care for each other and pride in our community is evident in our outstanding pastoral provision. At the very heart of our ethos lie our "Values and Virtues"; they drive all that we do at Pocklington and mean our students leave with a strong sense of personal and social responsibility along with the ability to shape their own future.



Have the confidence to behave truthfully and honestly, treating others fairly and completing tasks to the best of my ability.

Be curious about the world around me, asking questions to develop my understanding and solve problems.

Persevere with things I find difficult, seeing mistakes as an essential part of the learning process.

Think flexibly, forming my own ideas, trying different approaches and applying what I have learned to new situations.

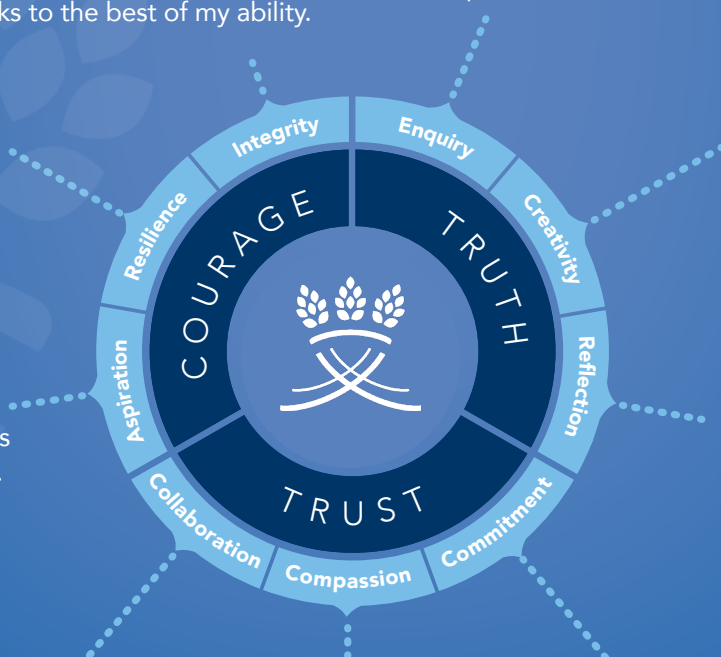
Work with motivation and increasing independence, setting myself high standards and taking pride in my work.

Consider information from a range of reliable sources to draw reasoned conclusions and reflect on what I have learned.

Work effectively with staff and pupils, and use their support to help me make progress.

Be kind and respectful of the skill, talents and viewpoints of others and celebrate their successes.

Play an active part in the school community, participating in a range of activities.





# AIMS AND STRATEGIC OBJECTIVES



## WE AIM TO:

- Embed our Pocklington Values and Virtues into all that we do
- Broaden our pupils' horizons and elevate their ambitions
- Work and engage with families in educating their children
- Embrace innovation and be conscious of tradition
- Ensure our Foundation's future as a provider of excellent education

## OUR STRATEGIC OBJECTIVES ARE TO:

- Foster and deliver learning of the highest quality
- Retain and develop our first class teaching and support staff
- Optimise our pupil recruitment
- Nurture a culture of giving back and increase accessibility to the school
- Enhance our sustainability and efficiency
- Seek national prominence for innovative practice
- Extend and deepen our links with our local, national and international community
- Develop our boarding provision in line with the highest of standards
- Use new technologies to their full potential and grow a digitally capable community
- Maintain excellence in our
  - Pastoral care and provision for mental health and wellbeing
  - Programme of co-curricular activities



Pocklington School, West Green, Pocklington, York YO42 2NJ

The Pocklington School Foundation - registered charity no 529834

# Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Human Resources Team.

## Foundation Benefits:

- Pension scheme** - We offer competitive employer contribution rates for all staff
- Discounted school fees for permanent staff**, with the option to spread payments over 12 months from your pay
- Enhanced holiday entitlements**
- On-site gym and swimming pool**
- Free lunch in term time**
- Enhanced Maternity and Adoption Pay** - see the policies on the Extranet under Foundation Policies, Personnel Policies
- Enhanced sick pay arrangements** - this is detailed within the Absence Management Policy, also to be found on the Extranet
- Annualised Pay** - allowing for easy home budgeting
- Employee Assistance Programme** - offering a health, wellbeing and counselling service for staff and their families
- Winter car lights & tyres test** - organised by the Transport Team each January
- Free library services** - including holiday book loans

## External Providers:

- Discounted membership at local gyms** (see flyers on the school noticeboards)
- Health Care** - access to reduced rates

## HMRC:

- Cycle to Work scheme**  
This scheme is offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.





# Job Information

**Role Title:** Design Technician

**Overall Purpose:** To provide technical support to teaching staff and classes primarily in the product design and engineering areas.

**Responsible To:** Head of Design

**Staff Responsible For:** N/A

**Salary:** £19,000 - £21,000 dependent upon skills, qualifications and experience, to be discussed at interview.

## Copy of Job Advertisement:

Pocklington is a thriving co-educational independent school twelve miles east of York, providing excellent day and boarding education.

We are looking to appoint a Design Technician who will work alongside the department's teaching staff to ensure equipment and materials are available for lessons and pupil projects, and the safe running and maintenance of department equipment. You will also be responsible for stock control and maintenance of the storage facilities.

With a good standard of education including English and Maths you should have excellent knowledge of design machinery e.g. heat treatment equipment, metal and wood cutting machines and CNC machinery, with significant previous experience of using this type of equipment, along with the ability to advise on material/resource choices. You should have enthusiasm for supporting our pupils in their educational studies, therefore an ability to communicate well with students is essential, and previous experience of working in a school environment would be advantageous.

We offer a competitive rate of pay, a pleasant working environment, enhanced holiday entitlement and a defined contribution pension scheme. You will work 37 hours per week Monday to Friday. This role is for the full year but consideration would be given for less than 52 weeks per year as long as a minimum of term time plus 6 weeks during the school holidays is worked.

For further information and to apply via the TES website:  
[www.pocklingtonschool.com/about-us/job-vacancies](http://www.pocklingtonschool.com/about-us/job-vacancies)

T: 01759 322666 E: [recruitment@pocklingtonschool.com](mailto:recruitment@pocklingtonschool.com)  
Closing date: 9am 20th August 2021

*Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.*

## Job Description

### DESIGN TECHNICIAN

#### Reporting To: Head of Design

To provide technical support to teaching staff and classes primarily in the product design and engineering areas. To adopt a flexible style in order to tackle a range of routine and technical duties within the department.

#### Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Designated Safeguarding Lead or to the Headmaster.

August 2021

## POCKLINGTON SCHOOL FOUNDATION

### Main Duties

- To check, order and prepare materials, resources and equipment for daily use and prepare materials for long term projects.
- To check that equipment is provided at the start of lessons and that it is returned at the end.
- To ensure that the department computers are laid out for lessons and working, and that printers are supplied with paper.
- To carry out routine maintenance of workshop equipment, machine and hand, to include:
  - Repairs where appropriate including metal and wood cutting machines, and heat treatment equipment as necessary within appropriate regulations and safety practices.
  - Check on the correct functioning of CNC machines, tools and equipment throughout the workshop areas.
- Work alongside teachers during design lessons and making activities to aid pupils' progress as and when required.
- To provide technical help and advice to teachers and students, e.g. manufacture jigs and equipment as required by the teacher for class demonstrations or pupil use.
- Maintain storage of consumables, pupils' work and other resistant materials.
- To maintain continuous oversight of working practices within the department to ensure that all safety procedures are being adhered to.
- To check safety equipment regularly and maintain guards, protective clothing, and replenish when necessary.
- Advise staff on the state of materials and other stocks and undertake stock control and inventory checks.
- Prepare materials and other resources packs for teachers and pupils' design based projects, and photocopy worksheets as required.
- During periods of lower workload within the Design department, you may be asked to carry out appropriate tasks across the school site to support other Foundation departments. These would be discussed with you in advance and are more likely to take the form of specific projects.

The above main duties are not exhaustive and may vary without changing the character of the job or level of the responsibility.

## Person specification – Design Technician

	Essential criteria	Desirable criteria	How measured
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant experience of using design machinery e.g. heat treatment equipment, metal and wood cutting machines and CNC machinery</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment or supporting learners</li> </ul>	Application Form / Interview
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>Good standard of Maths and English (GCSE or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Formal qualifications in design machinery use e.g. NVQ, safe use etc.</li> </ul>	Application Form
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Excellent knowledge of design machinery e.g. heat treatment equipment, metal and wood cutting machines and CNC machinery, with the ability to advise students on material/resource choices</li> <li>Ability &amp; knowledge to be able to undertake routine maintenance of equipment</li> <li>Good IT knowledge and skills</li> <li>Good organisational skills</li> <li>Good communication skills</li> <li>Ability to follow guidelines and instructions</li> <li>Understanding of Health and Safety Matters</li> </ul>		Interview / Task
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>Enthusiastic</li> <li>Resourceful and proactive</li> <li>Approachable</li> <li>Commitment to the ethos and aims of the school</li> <li>Ability to use initiative and work unsupervised, or as part of a team.</li> <li>Willing to undertake training as appropriate or required.</li> <li>Empathy with the principles, ethos, aims and aspirations of Pocklington School Foundation</li> </ul>		Interview



# Recruitment Timetable

**Closing Date:** 9am 20<sup>th</sup> August 2021

**Expected Interview Date:** During week commencing 23<sup>rd</sup> August

**Expected Start Date:** September 2021 (subject to notice periods)

Please apply online using the TES website. This can be accessed through <https://www.pocklingtonschool.com/about-us/job-vacancies> where you can browse our current opportunities and apply using the “quick apply” button.

Please ensure you read the information available in the “useful recruitment policies” document uploaded to the TES website. This contains: the application process and safer recruitment guidance; recruitment of ex-offenders policy statement; secure storage, handling, use, retention and disposals of disclosures and disclosure information policy statement. These policies are available to view on the key recruitment policies page of our website and we can also send these to you as a hard copy if requested.

**For further information please contact Abby Popely, HR Advisor:**  
[PopelyA@pocklingtonschool.com](mailto:PopelyA@pocklingtonschool.com)    01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

