



St LUKE'S
Church of England School



Recruitment Pack

School Technician
(Art, Catering & 3D Design)
St Luke's Church of England
School

Ted
Wragg|**trust**



Job Title: School Technician (Art, Catering & 3D Design)

Location: St Luke's Church of England School

Salary Grade: Grade D (£20,092 - £22,183)

Closing Date: Midday, Monday 27th September 2021

Required From: W/E 27th September 2021

Join our team of exceptional colleagues who believe in an ambitious learning culture

- Join 1,000+ Trust colleagues across Devon
- Dedicated coaching and leadership development opportunities
- Support for leaders through our committed central services team
- Devon is the ultimate destination with sandy beaches, and Moorland National Parks



Welcome from the Ted Wragg Trust CEO, Moira Marder

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in the role of School Technician (Art, Catering & 3D Design) at St Luke's Church of England School.

St Luke's Church of England School joined our Trust in 2020 and works closely with other schools in our Trust to serve the community of Exeter. This is a hugely exciting time for our Multi Academy Trust and we are looking to appoint a dynamic, inspirational and experienced leader to play a key role in delivering outstanding outcomes for our pupils.

We are incredibly proud of our Trust and the potential it has to further improve standards of education for all children, no matter what their starting point or their background. Our academies are driven by an absolute determination to improve life chances for every child and they are identified by values-driven inspirational leadership and rich and inclusive learning experiences. Our collaborative approach offers benefits to our students and staff, sharing best practice in teaching and learning, staff development, coaching, school improvement structures and supportive professional services. The Trust board is highly ambitious and committed and we are looking for an individual who shares the same values.

The successful candidate will join our fantastic team at St Luke's Church of England School.

We look forward to receiving your application.



St Luke's Church of England School

Life To The Full

St Luke's is a voluntary controlled Church of England School and part of the rapidly growing Ted Wragg Multi-Academy Trust.

St Luke's is a wonderful place to work and is full of staff who are dedicated to improving the life chances of every student that attends the school. We work closely with other schools in the Ted Wragg Multi Academy Trust and are part of a wider family who all believe passionately in high quality education for all. We offer our staff disruption free classrooms, weekly coaching, in-house career progression, wider MAT leadership development opportunities and a high quality staff wellbeing programme.

Our vision is to ensure that our community, both staff and students live 'life to the full' with this being underpinned by our five core values:

- Taking responsibility
- Being inclusive
- Showing respect
- Giving hope
- Achieving your best

St Luke's is a school that has the very highest expectations of, and for, our students. We enable each and every one of them to become 'good stewards' of their own lives and of the world around them by taking personal responsibility for themselves, their learning and their environment. All of our community treat one and another with dignity and respect and we are incredibly proud of our Christian ethos.



Our staff are an incredibly committed team who have a very clear goal: 'to enable every child at St Luke's to have the best educational experience possible, full of enriching opportunities and the right balance of support and challenge so that they achieve their very best'. We aim to enable every child to make a positive next step in their education, training and future employment so that they are fully prepared to live 'life to the full'. We do this by ensuring that we deliver excellent teaching in every classroom day in, day out and by providing an academically challenging curriculum that is personalised for every child and promotes high aspirations and achievement. Underpinning this is a business and administrative team that is efficient and effective and provides a comprehensive level of support to enable us to get the very best out of every single student and every single member of staff.

St Luke's is a really exciting place to work as it is a school that is driven by a desire to improve and to be the best that it can be. Our school improvement journey in the last two years has been substantial; the impact can be seen in our outcomes, student voice, parental voice and our high levels of staff retention. But we are not a school that rests on its laurels; we are a school that is driven by very high standards and a need to ensure that all improvements are consistently embedded across the whole school to ensure that they have maximum and long term impact. We have seen many successes in the last two years but we are always looking to improve further.

This is particularly true in the classroom where we focus a great deal of our work. All staff follow the St Luke's Lesson Framework, which is based on the work of Doug Lemov and Barack Rosenshine, and all staff receive 1-1 coaching once a week to help them embed the framework because, in the words of Dylan Williams, 'every teacher needs to improve, not because they are not good enough, but because they can be even better'.

We are looking for staff who want to join a school at a very exciting time in its improvement journey. Staff who want to help us to make a difference to the lives of our children through a relentless desire to strive for excellence in all that we do.

Website: <https://stlukescofe.school/>



Ted Wragg Trust

The key aspect that makes this Trust exceptional is that, with the 'Members', we have an inspirational progression route from an Outstanding Primary, through an Outstanding FE College, to a world-class, top 100 Russell Group University.

Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about education in general, and in Exeter in particular, and about how education can transform young people's futures.

Our Trust shares Ted Wragg's passion for education and the difference it can make to social mobility, progression, self-esteem and ultimately success, in an increasingly competitive education and jobs market.

Our ambition is to raise the aspirations of young people and enable them to become fulfilled, confident and motivated citizens, able to contribute actively to a democratic society. All students within the Ted Wragg Trust, regardless of social or cultural background, are motivated to succeed and make outstanding progress because their needs are met through creative, relevant and innovative provision.

The Aims of the Ted Wragg Trust are to:

- Work in genuine partnership to strengthen schools and their communities
- Foster a culture of positive challenge and continual school improvement
- Provide a common sense of purpose with a focus on outstanding teaching and learning
- Offer an excellent educational experience so that every student fulfils their potential
- Encourage a rich, dynamic and purposeful range of learning opportunities for all students
- Develop life-enhancing values so that students leave school with a sense of self-worth and determination to succeed

We have grown to 12 schools located in Exeter, Plymouth and Crediton and work closely with other local schools and Trusts.

Our trustees are from the University of Exeter and Exeter College as well as from local businesses.

Website: <http://www.tedwraggtrust.co.uk>



Job Description

Job Title: School Technician (Art, Catering & 3D Design)

Location: St Luke's Church of England School

Responsible To: Head of Performing & Visual Arts

Salary Grade: Grade D (£20,092 – £22,183)

1. Key Purpose of Job:

- To work under the direction of the Heads of Department to support the learning in the department through the preparation of resources, maintenance of equipment and supporting students where and as directed. In particular, to ensure that all health and safety associated with the specific courses, equipment and facilities are maintained to the highest standard, meets all legal requirements and staff have relevant and up to date safety qualifications

2. Key Duties and Accountabilities

- Manage and prepare department resources and equipment, ensuring both are available at the start of lessons as directed by the teacher. This may include food preparation, art materials and products associated with 3D design (wood, metal, plastic).
- To take responsibility for the general cleanliness and tidiness of the food technology rooms, ensuring Health and Safety regulations are adhered to at all times.
- To support the staff by ordering resources, the production and sending of letters to parents and arranging for equipment to be serviced.
- Under the direction of the classroom teacher, support practical lessons, including some demonstration of techniques to students where appropriate.
- To support students in class as directed by the teacher.
- To ensure equipment and resources are cleaned and stored safely after use, including equipment in the catering room and 3D design workshop.
- As directed, creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans.
- As directed, creating and maintaining a purposeful, orderly and supportive environment, in accordance with lessons plans.
- As directed, preparing resources and materials and demonstrating practical lessons so that students can achieve their full potential.
- Ensuring equipment is cleaned regularly and stored safely and in accordance with health and safety requirements.
- Ensuring stock levels are maintained so that learning is not disrupted.
- Preparation and maintenance of classroom displays.
- Supporting GCSE exams and vocational exams.
- Providing first aid in the department where applicable.

3. Supervision/Line Management Responsibilities of the post

- None

4. Working Environment & Conditions of the post

- This will required the post holder to work in three specific areas and classroom environments (Catering, 3D Design Workshop, Art Classroom).

5. Other Duties

- Assist with the exam invigilation as required.
- Become first aid trained and provide first aid support to students as necessary

6. Other Information

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- This post is based at St Luke's School but the post holder may be required to move their base to any other location within the Trust upon request
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- To undertake additional duties as required, commensurate with the level of the job.
- To attend Awards Evenings and Celebration Events.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.



Person Specification

Job requirements	Essential/ Desirable
Qualifications and Professional Development <ul style="list-style-type: none"> • Basic Food hygiene certificate • Good numeracy/literacy skills • Health and safety qualifications related to design and technology equipment • Requirement to participate in training/development as/when identified by line manager as essential for performance of the post 	E E D E
Knowledge and Experience <ul style="list-style-type: none"> • Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools • Experience of working with young people 	E E
Behaviours <ul style="list-style-type: none"> • Effective team player • Vision aligned with St Luke's School's high aspirations/expectations of self and others • Genuine passion and a belief in the potential of every child • Motivation to continually improve standards and achieve excellence • Ability to use own initiative and to work independently and also to work as part of a team • Ability to work under pressure and remain calm in difficult situations 	E E E E E E
Teaching and Learning <ul style="list-style-type: none"> • Commitment to driving standards and ensuring every child is challenged to achieve their maximum potential • Has good communication, planning and organisational skills • Demonstrates resilience, motivation and commitment to driving up standards of achievement • Acts as a role model to staff and children • Excellent communicator who enjoys working as part of a team • Commitment to regular and on-going professional development and training to establish outstanding classroom practice 	E E E E E E
Other <ul style="list-style-type: none"> • Committed to equality of opportunity and the safeguarding and welfare of all pupils • Effective use of ICT packages e.g. Word, Excel or equivalent • Ability to fulfil all spoken aspects of the role with confidence and fluency in English • This post is subject to an enhanced DBS disclosure 	E E E E

How to Apply



If you would like further information, to have an informal conversation with our Headteacher, Kealey Sherwood, or arrange a school visit, please contact Kerri Moore on office@stlukescofe.school.

All applications are to be sent to office@stlukescofe.school no later than midday, Monday 27th September 2021.

Application Requirements:

Candidates are asked to complete all standard information requested on the application form, including a supporting statement confirming their suitability for the role.

Please be advised that references will be taken up shortly after shortlisting and we request that your referees are advised of the need to respond within the times scales set.

Interview Process:

Interviews will take place week beginning, W/E 27th September 2021.

Live the Life



Devon – simply a fantastic place to live.

Our diverse county is the ultimate destination to live and work. With two thriving cities, Exeter and Plymouth, Devon is full of history, culture and wonderful places to eat and enjoy the arts. Our county boasts the beautiful and varied coastlines of the Jurassic Coast in the east, the Area of Outstanding Natural Beauty in the north and the English Riviera with its palm trees in the south. Along with two National Parks, waterways and countryside, Devon has something for everyone, whether it is music, history, food or, for the more energetic, walking, cycling, climbing or surfing on some of the UK's best waves. Our county really has it all.

Live

Find out why Devon tops the 'quality of life' survey, reported by The Guardian [here](#).

Do

Visit Tripadvisor's top 10 attractions in Devon [here](#).

Move

Discover seven great places to live in Devon [here](#).

Quotes from the locals

Find out directly from those who moved to Devon what it's like [here](#).



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Thank you for your interest!

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