



CROWN HILLS
COMMUNITY COLLEGE
A Specialist Sports College

Appointment Information

Design Technology Technician
Level 3



Crown Hills Community College
Gwendolen Road, Leicester LE5 5FT
Tel: 0116 273 6893
office@crownhills.leicester.sch.uk
crownhills.com





Dear prospective applicant,

Thank you for expressing an interest in this key vacancy at our college. This post has become available due to the promotion of the current post-holder to the private sector.

This is an extremely strange time for us all and even stranger to be recruiting for such an important post but due to the promotion of the current post holder the situation is thus and we are looking for someone to support us on our journey to becoming a great college.

In the top 12% of schools nationally, Crown Hills Community College blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1,500 students from inner city backgrounds.

The School now seeks to appoint an exceptional individual to work within the Design Technology faculty.

The Design Team includes experts in 3D Design, Graphic Communication, Food and Nutrition, Textiles and Photography. The key individual will support teachers in all of these specialist areas. This is, therefore, an exciting opportunity to play an integral role in developing the School's vision and for enhancing the quality of education for our students.

To be successful, the appointee will possess a proven track record of working in this field and show their willingness to support our college and its vision.

How we lead is as important as the direction we are taking staff in. We have 200 staff and 1500 students, so your ability to work with different groups of people in a dynamic environment is paramount and a key part of the role.

Over the past three years the college has changed significantly not only in its performance but in the way it operates. We are not interested in the OFSTED grade or judgement and it is not something that we use to threaten staff with nor do we use it to set policy. We do what is best for the staff and the students underpinned by a set of clear values and we trust that everything else will take care of itself. I would therefore urge you to visit us and to look at our website and the video about what it is we stand for and why you would want to join us - <https://www.crownhills.com/join-us/>

The College has been serving the community since 1950 and continues to be a Good school after last being inspected in May 2019, where as an institution, we were on the cusp of being outstanding.

I want us to be at the forefront of educational excellence because we want to provide the best educational experience possible for the children in our care. This is extremely difficult in a climate of ever increasing accountability and diminishing resources. However, I sincerely believe that if we lead this community by staying true to our values then it is possible.

I have therefore spent time with staff exploring what it is we stand for and after a school wide consultation have decided that **ASPIRATION, COMMITMENT AND SUCCESS** are the three key drivers that will support the development of our pupils.



The successful candidate must be able to build on the faculty's successes and move it forward. In doing so, you will be able to draw on the expertise and support of Senior Leaders, other Middle Leaders and various colleagues across the school and use its state-of-the-art facilities to effect the necessary changes which we will empower you to make.

Further information about the college's aims and values can be found on our website at **www.crownhills.com**

We expect applicants to be committed to equal opportunities, multi-cultural education and team-working. Crown Hills has a strong commitment to C.P.D. This is an excellent place in which to further a career in leadership.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of pupils.

We want to build a learning community that is built on trust and continuous professional development.

If you have high aspirations for children from deprived backgrounds and want to support the leadership of excellence by improving pupil outcomes, then we would love to hear from you.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our website: **www.crownhills.com**, please include e-mail addresses of all referees, and e-mail it together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post to jamey@crownhills.leicester.sch.uk by **Friday 16th April 2021 at 9am**

There will be an Information Evening to understand what it is we are looking for and for you to ask any questions, please contact my PA Jo Amey by email **jamey@crownhills.leicester.sch.uk** to book your place

Information Evening - Wednesday 14th April at 5pm

I look forward to meeting you and receiving your application.

All appointments will be subject to references and pre-employment checks.

Yours sincerely,

Mr F Adam
(Principal)

JOB DESCRIPTION

Job Title:	Design Technology Technician	11-16	Maintained
College:	Crown Hills Community College	Grade:	Grade 5, Points 11-14
Reports to:	Head of Faculty	Salary:	Salary: £21,589 - £23,836
Term:	30 hours per week, term time only plus three Teacher Days		
Additional:	Pro rata Salary: £14,880.99 - £16,429.81		

JOB PURPOSE SUMMARY

To support the teaching of Design and Technology subjects by developing, preparing and maintaining appropriate facilities, equipment and materials for use by teachers and students.

MAIN DUTIES/KEY TASKS

- To optimise the use and availability of DT resources.
- To ensure that the workshop, preparation and storage areas are kept clean and tidy.
- To develop technical expertise in the equipment, software and machines used in DT.
- To ensure that all workspaces and equipment is maintained in a safe condition for use.
- To maintain adequate stocks of consumables, spare parts etc.
- To store all equipment and materials in accordance with appropriate legislation and guidelines.
- To maintain good relationships with staff, students, parents/carers and visitors.
- To implement and promote the school/college and Leicester City Council's policies and procedures relating to all areas of employment and service delivery.

SUMMARY OF JOB TASKS:

- Manages allocated human, material and financial resources, monitoring and reviewing budgets where applicable.
- Prepares and clears away practical resources for DT lessons and projects as directed by teaching staff.
- Assists teachers in the classroom including practical instruction of groups of pupils.
- Investigates costs and develops DT projects under the direction of teaching staff.
- Regularly checks, maintains and repairs items of equipment and monitors stock levels of equipment, spare parts, machinery consumables, etc. and ordering replacements when necessary.
- Recommends and advises the Head of Faculty of any new equipment, materials or major repair requirements.
- Assists in the design and manufacturers items, templates etc. for use in lessons, projects etc.
- Familiarises themselves with, and instructs others in the use of new equipment, machinery and software.
- Assists in the development and maintenance of PC equipment and software used in DT.
- Overseas, trains and checks work of up to 3 junior staff
- Instructs and guides pupils in small groups, in the presence of the teacher
- Leads on implementing new equipment or putting together a project which is a piece of work that pupils will start and complete for the curriculum, exam or assessment studies
- Determines the best/cheapest materials to use by undertaking a step by step process- bring an idea from conception to reality
- Guides and supports pupils when they are experiencing technical difficulties
- Undertakes full costing of materials to be used in projects
- Undertakes reorganisation of storage/racking area for better access
- Visits outside organisations to undertake risk assessments for visits

- Contacts suppliers to research new/replacement materials or equipment
- Contacts local trades people to arrange repairs to materials/equipment
- Discuss with the head of faculty/Teachers about curriculum changes, projects and advise on the best/cheapest materials to use
- Discuss finances with Bursar/Business Manager and other office staff
- Instruct and or explain to NQTs, TAs and cover staff, how various items of equipment work
- Advises on best workshops/HS practices to attend and or adopt
- Ensures the environment is fit for purpose and safe to use
- Ensures the most appropriate equipment and materials are used
- Ensures new H+S legislation and other regulations are adopted and adhered to in the classroom or workshop situation.
- Responsible for maintaining ITC and paper records of inventory records, risk assessments, PAT testing records, COSHH instruction sheets
- Experience disruptions due to broken equipment, last minute requests etc
- Undertakes work to predetermined deadlines such as lesson times, exam times and planned maintenance

Plus those jobs included for a level 2 technician:

- Assists in contacting local trades people to arrange minor repairs to materials and equipment.
- Assists in the research for new and replacement equipment/materials by identifying outside suppliers.
- Accompanies students when undertaking outside trips and visits, usually in conjunction with the respective teachers.
- Organises their own work to achieve deadlines.
- Decides what needs to be carried out when undertaking basic repairs to DT equipment.
- Carries out basic maintenance and or repairs in a safe way that protects future users.
- Assists in the recording and maintenance of all records.
- Ensures equipment is maintained safely and securely.
- Assists to ensure that lesson and exam times are adhered to.
- Assists in maintenance programmes.
- Uses equipment such as laser cutters, routers and audio/visual equipment/ICT software
- Operates electrical/electronic machinery, saws, cutters, drills etc on a daily basis
- Knowledge of at least 2 x DT subjects sufficient to support the curriculum in the college.
- Knowledge of DT equipment and software.
- Able to carry out more complex instructions.
- Able to organise own work and achieve deadlines with minimum supervision.

Additional Duties:

- To play a full part in the life of Crown Hills, to support its distinctive aims and ethos and to encourage students to follow this example.
- To participate in induction training, staff reviews process and professional development opportunities.
- To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Principal and leadership team.

- Whilst every effort has been made to explain some of the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description is current at the date shown but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

These duties may be varied or added in order to meet the changing demands of the school at the reasonable discretion of the Principal.

PERSON SPECIFICATION

Assessed by:				
No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
TRAINING & EDUCATION				
1.	A level of numeracy and literacy sufficient to carry out the duties of the post. See Level Criteria Matrix attached for requirements at different levels.	E	✓	✓
EXPERIENCE				
2.	Experience of working with woods, metals, plastics, etc and associated machinery. Experience in working in a relevant design/machine/work shop environment. See Level Criteria Matrix attached for requirements at different levels.	E	✓	
EQUAL OPPORTUNITY				
3.	Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policies into practice.	E	✓	✓
OTHER SKILLS				
4.	Able to work and communicate effectively with pupils and people at all levels and from a variety of backgrounds. See Level Criteria Matrix attached for requirements at different levels.	E	✓	✓

OTHER CONDITIONS

Including any hazardous or environmentally adverse conditions Must satisfy relevant pre-employment checks.

Willing and able to study and obtain further skills, training and qualifications as necessary.

Willing and able to occasionally work outside School/College hours and holiday periods, e.g. parents evenings, exhibitions, etc.

Must satisfy relevant pre-employment checks.

This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.

See Level Criteria Matrix attached for requirements at different levels.

LEVEL CRITERIA MATRIX

Element	Level 3 (ROLEID E9007a)	Level 2 (ROLEID E9007b)	Level 1 (ROLEID E9007c)
People Management	As lower level plus: Oversees, trains and checks work of up to 3 junior staff. Instruct and guide pupils in small groups, in presence of teacher. Leads on implementing new equipment or putting together a project (the term 'project' in D&T departments is a piece of work that pupils will start and complete for curriculum, exam, assessment studies).	As lower level plus: Carries out more complex instructions whilst supporting teachers/technicians in the delivery of the curriculum.	Carries out basic instruction whilst assisting teachers and other technicians.
Creativity required	As lower level plus: Determines the best/cheapest materials to use by undertaking a step by step process bring an idea from conception to reality. Guides and supports pupils through when they experience difficulties. Responds to teacher requests, often with minimal detail, by suggesting how a model, demonstration might be deployed. Undertakes full costing for materials to be used in projects. Undertakes reorganisation of storage/racking area for better access.	As lower level plus: Assists in identifying materials that might be used in the school/college. Ensure H&S guidelines are adhered to at all times.	Undertakes maintenance and carries out basic repairs to D&T equipment.
Contacts	As lower level plus: Visits outside organisations to undertake risk assessments for visits. Contacts suppliers to research new/replacement materials or equipment. Contacts local trades people to arrange repairs to materials/equipment. Discusses with Faculty Head and/or Classroom Teachers for curriculum changes, projects and advise on best/cheapest materials to use. Discusses finances with Bursar/Business Manager & other office staff. Instructs and/or explains to newly qualified teachers, teaching assts and cover staff how various items of equipment work.	As lower level plus: Assists with contacting local trades people to arrange minor repairs to materials/equipment. Assists in the research for new and replacement equipment/materials by identifying outside suppliers. Accompanies pupils when undertaking outside trips or visits, usually in conjunction with the respective teachers.	Assists teachers and other technicians in the preparation and clean up of classroom areas, prior and following a session.
Decision making	As lower level plus: Recommends best sources and types of materials/equipment to use. Recommends ways of setting up projects, using equipment etc. Assists teachers with the design of lessons, projects etc by recommending best practical elements to deploy. Advises on best workshops or H&S practices to attend and/or adopt.	As lower level plus: Organises own work to achieve deadlines. Decides what needs to be carried out when undertaking basic repairs to D&T equipment.	Advise on basic ICT operational actions e.g. save to file instead of print.

Element	Level 3 (ROLEID E9007a)	Level 2 (ROLEID E9007b)	Level 1 (ROLEID E9007c)
Objectives	<p>As lower level plus:</p> <p>Ensures pupils and teachers work in a safe environment with 'fit for purpose' equipment and materials available.</p> <p>Ensures the most appropriate equipment, materials etc are used.</p> <p>Assists with ensuring curriculum requirements are met.</p> <p>Ensures projects are built/designed within cost or curriculum restrictions.</p> <p>Ensure new H&S legislation and other regulations are adopted and adhered to in the classroom or workshop situation.</p>	<p>As lower level plus:</p> <p>Carries out basic maintenance and/or repairs in a safe way that protects future users.</p>	<p>Ensures classroom environment is set up in a way that complies with H&S guidelines.</p>
Resources used or managed	<p>As lower level plus:</p> <p>Handles up to £20 in cash in receipt of materials.</p> <p>Responsible for the security and safe use of a range of equipment including lathes, drills and laser cutters.</p> <p>Responsible for maintenance & security of a range of consumables and spare parts (up to £1k per annum).</p> <p>Responsible for maintaining ITC and paper records of inventory records, risk assessments, PAT testing records, COSSH instruction sheets.</p>	<p>As lower level plus:</p> <p>Assists in the recording and maintenance of all records.</p> <p>Ensures equipment is maintained in a safe and secure way.</p>	<p>Undertakes, in a safe way, repairs and/or basic maintenance if practical.</p>
Interruptions and conflict situations & frequency	<p>As lower level plus:</p> <p>Experiences regular (2-3/hr) interruptions caused by broken equipment, last minute requests etc.</p> <p>Undertakes work to predetermined deadlines such as lesson times, exam times and planned maintenance.</p>	<p>As lower level plus:</p> <p>Assists to ensure lesson and exam times are adhered to.</p> <p>Assists in maintenance programmes.</p>	<p>Breakdown and repairs cause interruptions.</p>
Physical effort & IT use required	<p>As lower level plus:</p> <p>PC's for short periods word processing, spreadsheets etc.</p>	<p>As lower level plus:</p> <p>Uses equipment such as laser cutters, routers and audio visual equipment / ICT software (1-2 hours a day).</p>	<p>Standing for long periods of time within the classroom/Lab situation</p> <p>Preparing for the session involves use of equipment, lifting, etc.</p>
Working conditions	<p>As lower level plus:</p> <p>Less classroom work and more work at a desk or in the Lab/Prep area.</p>	<p>As lower level:</p>	<p>Would be subjected to dust, swarf and other debris from metal/wood cutting activity every day.</p>
Risks encountered	<p>As lower level.</p>	<p>As lower level plus:</p> <p>Operates electrical/electronic machinery, saws, cutters, drills etc on a daily basis.</p>	<p>Prepares and clears away of equipment, materials and chemicals on a daily basis.</p>

Element	Level 3 (ROLEID E9007a)	Level 2 (ROLEID E9007b)	Level 1 (ROLEID E9007c)
Knowledge and Skill levels required	<p>As lower level plus:</p> <p>Good knowledge of employment practice.</p> <p>Detailed knowledge of all Design and Technology subjects taught in school/college.</p> <p>Knowledge of CAD/CAM, Welding, and/or workshop techniques.</p> <p>Able to carry out train & supervise the work of other D&T staff.</p> <p>Able to design & produce teaching aids for D&T topics/projects. Able to recommend beneficial changes in procedure, procurement, materials etc.</p>	<p>As lower level plus:</p> <p>Knowledge of at least 2 x D&T subjects sufficient to support the curriculum in the school/college</p> <p>Knowledge of D&T equipment and software</p> <p>Able to carry out more complex instructions</p> <p>Able to organise own work and achieve deadlines with minimum supervision</p>	<p>Knowledge of D&T subjects taught in the school/college</p> <p>Able to carry out basic instructions, preparatory and clearing tasks</p> <p>Able to carry out basic maintenance and repairs to D&T equipment</p> <p>Willing to develop and maintain an understanding of Health and Safety issues.</p>