



**Unsworth
Academy**

Applicant Pack

Technology Technician



INSPIRE.

CHALLENGE.

EXCEL.

Welcome to our school

As Academy Principal, I am very pleased to welcome you to Unsworth Academy.

Thank you for expressing your interest in the position of Technology Technician at Unsworth Academy.

At Unsworth Academy our mission is to work together to inspire and challenge our learners to achieve excellence.

Our Vision, culture and values are "To drive the academic and character development of learners, so that they may shape communities they inhabit."

Individually Focused - ownership, accountability, self-discipline, and a bespoke approach to realise personal potential.

Holistically Developmental - academic and character progression are of equal importance.

Community Centred - a school community within a wider community that has strength in collective collaboration.

Our values: Be excellent, be organised, be resilient, be kind, be inclusive, be moral.

I welcome you to visit our school and meet our staff and learners. If you have any questions or would like to discuss the role further, please contact the school office who will book in an appointment for you. We look forward to welcoming you to our school and we are excited by this opportunity to appoint a dynamic and passionate leader to join our team here at Unsworth Academy.

Alex Fair
Academy Principal



Message from the CEO

We are delighted that Unsworth Academy is an integral member of our family of schools.

As a Trust we work with leaders, staff and learners to deliver awesome outcomes for young people; outcomes which open the doors to a world of opportunity. We support learners to aspire to the highest ambitions and improve their life chances by enabling every individual's greatest possible success.



Together we are stronger and capable of incredible things.

We are very proud of the journey the school has taken to date and we are wholeheartedly determined that the best is yet to come.

Jo Morgan
CEO Shaw Education Trust



About our school

We have the highest ambitions for, and expectations of, our learners in all aspects of school life and we work hard to develop these qualities in every learner.

Our dedicated staff members are committed to developing learner's interests and inspiring them to be successful. Our pastoral team consists of enthusiastic staff who ensure that the learning, language, emotional and behavioural needs of all learners are effectively met.

Our brand new, state-of-the-art building will further enable us to create a happy and healthy learning environment in which learners can benefit from high-tech equipment, spacious learning areas and quality sport facilities.

“

**I feel very confident in sending my child to this high school.
The staff were brilliant.
I'm delighted my daughter came.**

”

- Year 7 parent

About the role

Job Title: Technology Technician

Salary: SET Grade 5, SCP 16 - 20 - £23,893 - £25,119 FTE salary per annum
£20,826 - £21,894 pro rata salary per annum.

Contract type: Permanent

Weeks: Full time, 37 hours per week, 38 weeks Term Time Only, plus 1 week (39 weeks per year total)

Start date: 8th January 2024

We are looking for an enthusiastic Design and Technology Technician to join our team. The successful candidate would be required to work within the Technology team to support staff and students in the delivery of effective practical work through the management, maintenance and administration of materials and resources in accordance with the relevant policies and statutory legislation.

The successful candidate will also be responsible to work closely with the Design and Technology teachers to support the department with preparation of materials for teaching and learning and support lessons if required.

Unsworth Academy is a thriving, oversubscribed, co-educational and non-selective Bury high school. The school is on an incredibly exciting journey of school improvement and when last inspected in November 2019 was judged to be Good in all areas. We are now currently halfway through our three year "Good to Outstanding" journey. One highlight of the journey has been digitalisation. All our students and staff have a school iPad that they utilise in and out of lessons. The Academy Principal, Senior Leadership Team, Academy Councillors and staff are unreservedly committed to securing outstanding in all areas of school life and the best possible outcomes and life chances for all our learners. We are seeking someone with drive, resilience, good humour and determination; a creative thinker and a lifelong learner. If this ambition appeals to you, we would be delighted to receive your application.

All candidates are required to provide a supporting statement on the formal application forms which states clearly your reasons for applying, skills and experience for this position.

Shaw Education Trust are a thriving mix of diverse and growing schools including Primary, Secondary and Special Schools all working together to improve the lives of young people in our communities. We are sponsored by Shaw Trust a charity organisation that focuses on transforming lives. Our schools span from Birmingham to Bury, meaning that we can support students from all walks of life, no matter their background or socioeconomic status. In doing this, we can help ensure all children are able to access a high standard of education, with all being treated equally.

In our secondary schools, we pride ourselves on our innovative approach to curriculum design, to ensure all our schools have breadth and ambition for all pupils, regardless of their starting points and barriers. Standard curriculum models don't always engage all pupils, so we constantly seek to innovate and provide better opportunities to develop both knowledge and skills for life. We want our pupils to believe their curriculum is bold, exciting, purposeful, and ultimately leads to something meaningful for them. Some examples of our innovation include moving towards an extended school day, to provide a world class enrichment programme and more opportunities for essential skills like reading and cultural capital. We are also introducing a vocational and technical pathways, which run through the normal school curriculum but attract support from leading employers and universities to develop work-readiness in our pupils, so that they can progress onto T Levels and apprenticeships.

We are currently at an exciting point in their evolution, with collaboration at the heart of our collective endeavour. We don't operate in silos: we value the power of the pack and strive to collaborate as a collective, ensuring no school or colleague is left behind. We are currently co-constructing an aligned curriculum across all EBacc curriculum subjects, to create a world class curriculum, rich in powerful knowledge and skills. This is driving up standards through the sharing of the very best practice, whilst allowing each school sufficient flexibility for autonomy to do what is right for their local context. A by-product of this approach has been the reduction in planning workload for colleagues, meaning they can spend more time on the things that matter and fostering strong relationships with pupils and delivery of the curriculum.

As a group of schools, we take an evidence-informed approach to developing the quality of our teaching and learning, learning from research and best practice in the sector. We value a non-hierarchical, supportive approach to developing great teachers. As a people-focused trust, we consider the professional development of our staff as a fundamental responsibility. Where any schools face any barrier, it has the mutual support of the others in sector to call upon for subject specific or general support, all facilitated by a group of servant leaders at trust level. Our Heads meet regularly and genuinely support each other in a non-competitive environment. We have team of directors with vast experience at headship, senior and middle leadership levels and our team of subject directors are supporting subject staff across the trust to design and deliver the very best curricula, providing subject specific pedagogical support.

Our secondary schools are currently driving 'PedTech' across the sector: we believe teaching and technology should go hand-in-glove and are passionately committed towards providing a fully digitally enhanced curriculum. We are very close to achieving full 1:1 device delivery and are sprinting towards better use of iPads in lessons to enhance the experience and learning.

Shaw Education Trust offer the following benefits with your Teaching or Support Staff employment:

- An excellent Local Government Pension Scheme (Support Staff) / Teachers Pension (Teaching Staff)
- **Support Staff only** based on working **full time, all year** - Generous holiday entitlement from your first day of employment (**37 days holiday rising to 39 days** after 5 years' service including Bank Holidays)
- Access to health and wellbeing support via Occupational Health
- Cycle to work scheme
- Access to our Institute of Education and fantastic opportunities to help you **grow, contribute** and **flourish** in your role and in the Trust.

Unsworth Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, click here to review Safeguarding and Pupil Protection Policy <https://www.shaw-education.org.uk/our-trust/key-information>

This position is subject to appropriate vetting procedures including an online checks and criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.
All shortlisted candidates will undergo an online search as part of Trust safer recruitment checks.

We are an Equal Opportunities employer and will ensure that all our recruitment and selection practices reflect this commitment.

In accordance with our safer recruitment policy CV's alone will not be accepted.

Informal visits to school are available, please contact Mrs R Owen, Operations Officer at rachel.owen@unsworth.set.org to arrange.

Application deadline: Monday 13th November 2023

Interview date: W/C 27th November 2023

We reserve the right to appoint before the closing date, therefore, we encourage early applications.

Successful candidates will be subject to a fully Enhanced DBS check along with other relevant employment checks.

JOB DESCRIPTION

Job Title: Technology Technician

Grade: 5

Salary: SCP 16 – SCP 20

Conditions of Service: Support Staff Contract of Employment

Responsible to: Head of Design & Technology

Statement of Purpose

- To uphold the vision and aims of the school.
- To work co-operatively with and in support of all adults in the school.
- To work with students in a courteous, caring and responsible manner at all times.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To present oneself in an appropriate manner so that it upholds the values of the school.

MAIN DUTIES:

- To prepare materials across the DT subjects as requested by faculty staff.
- To support KS4 students with technical manufacture of coursework practical across all technology areas.
- To work with small groups of students to supervise and support with practical work.
- To support in lessons as directed by head of faculty.
- To maintain tools, machines, CAM and equipment throughout the faculty, with regular/routine checks. To organise servicing and repairs for all faculty equipment.
- Ensure health and safety requirements are followed and produce risk assessments where required.
- Regular cleaning of the work surfaces, ovens and sinks within the food technology room and ensuring all equipment is maintained and well organised.
- Regular cleaning of workshop including vices and machine tools.
- Maintenance and emptying of dust extraction systems.
- Following a weekly faculty job list and timetable as directed by head of faculty.
- Washing of all faculty linens.
- To receive all orders and ensure they are stored appropriately.
- To prepare and set up materials and equipment as directed by staff for lessons.
- Provide absence cover for Site Manager and support day to day Site Management activity as required in negotiation with School Business Manager.

- Carry out annual audits and stock control within areas outlined by the Head of Faculty. Monitor and manage stock and supplies and order replacements. Complete a weekly order for food technology.
- Keep all preparation and stock areas clean, organised and tidy. Manage the storage of students work.
- To play an active role in the development of the faculty, be committed to our aims and administer / follow policies outlined in the faculty handbook.
- Support and assist with primary liaison program including food preparation and setting up of brickwork activities.
- Disposing and reclaiming of materials.
- As required produce teaching aids, jigs, displays to support teaching as requested by faculty staff.
- To attend faculty meetings as required.
- To prepare all construction lessons including mixing of mortar, moving bricks and blockwork.
- To undertake all relevant training courses and keep up to date with developments in design technology.
- Exhibiting of students work and organising the layout of rooms as requested by faculty staff.
- Weekly maintenance of laser cutters including cleaning of laser head. Yearly filter changes.
- To provide general clerical and administrative support, e.g. photocopying, filing and arranging for the printing of written materials.

Other Specific Duties:

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Minimum Criteria for Two Ticks *	Criteria	Measured by
	Experience <ul style="list-style-type: none"> • Previous experience of working with children in the age 11-16 age group. • Success as a member of a team. • Relevant industrial experience in use of machinery and equipment. • Knowledge of the requirements of working in a food preparation area. 	APP/I
	Qualifications/Training <ul style="list-style-type: none"> • NVQ3 in subject and Associated Technical Activities • Educational or NVQ3 School Support Staff, or other appropriate equivalent qualification or experience 	APP/I
	Knowledge/Skills <ul style="list-style-type: none"> • Professional appearance and demeanour. • Excellent role model. • The ability to form good relationships and communicate well with pupils. • The ability to deal calmly with students and avoid confrontation. • Ability to work effectively with and command the confidence of teaching staff and senior management within the school. • Ability to manage workload. • Be enthusiastic and have the ability to motivate pupils. • Be willing to undertake relevant professional development. • Have the ability to work independently and as part of a team. • Well organised. • Dedicated. 	APP/I
	Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. 	APP / I

	<ul style="list-style-type: none"> • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	
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MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

JC – 31/10/2023

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.