



Ermysted's Grammar School

Founded circa 1492



Design Technology Technician

September 2020

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Dear Candidate,

Design Technology Technician (*Grade E, Scale Points 6 – 8, commencing 1 Sept 2020*)

Thank you for your interest in the above position. I hope you will find the enclosed information helpful and that you will be encouraged to apply.

Ermysted's Grammar School is an outstanding, heavily oversubscribed voluntary aided grammar school for boys. The school has a long and proud tradition of academic success and each year our senior pupils leave for the most-competitive courses. Many of our most-recent leavers are now studying at Russell Group universities or medical schools, including the universities of Oxford and Cambridge. Regardless of their destination, however, we are proud of the achievements of all of our pupils and of the role the school has played in shaping their character and wider abilities.

We are seeking to appoint an innovative and enthusiastic practitioner who has the passion and ability to support high standards of teaching and learning across the subject. This pack includes the job description and person specification, as well as information about the school and the faculty. Further information can be found on our school [website](#).

The closing date for receipt of applications is **12:00 pm** (noon) on **Monday, 27 January 2020** with interviews for short-listed candidates to be held on **later that week**. Instructions on how to apply can be found at the end of this document.

I hope that this document gives you a flavour of the role and what the school has to offer, but please feel free to contact me if you wish to discuss the opportunity further. If you would like to visit the School to see the facilities for yourself beforehand, please let us know.

Thank you for your interest and good luck if you choose to apply.

M J Evans
Headmaster





The School

Ermysted's Grammar School is a voluntary aided, selective boys' school for pupils aged between 11 and 18. The school prides itself on getting the very best out of its pupils and Ermysted's is regularly ranked among the best schools nationally; however, an Ermysted's education goes far beyond the classroom and the School seeks to develop a much wider range of skills and attributes in its pupils.

Location

The market town of Skipton serves a large surrounding area, including the Yorkshire Dales National Park immediately to its north. A wide range of reasonably priced housing is available locally and the town is well served by its regular market and wide range of independent shops. Skipton, with its cobbled streets and 900-year-old castle, is a historic and enjoyable place to live. Harrogate, Leeds and Manchester, are easily accessible and other popular attractions such as the Lake District and the North York Moors are relatively close by. No wonder then that Skipton was recently identified by the ONS as the happiest place to live in the UK.

History

The School can trace its origins to the fifteenth century. Originally founded as a chantry school some time before 1492, it was re-founded in 1548 after the reformation by William Ermysted. The school moved to its present location in 1876 and now occupies a green and wooded site about half a mile from the town centre. The original stone buildings have been added to over the years to provide modern facilities with comfortable and effective accommodation for teaching and learning.

Ermysted's enjoys an excellent reputation locally and competition for places is strong. Selection procedures assess a candidate's aptitude in English and mathematics and their ability in verbal and non-verbal reasoning. The standard is set by the performance of the 140th candidate in rank order and there are 120 places available. Ermysted's prides itself on providing a disciplined, caring environment in which each pupil can develop his talents to the maximum. Competitive and non-competitive sport, music, debating and drama are just a few of the many fields in which pupils are encouraged to participate.

Ethos and values

Ermysted's Grammar School seeks to provide an inspiring and enjoyable educational environment in which every pupil has the confidence, motivation and opportunity to fulfil their potential. We have the highest expectations of each pupil's learning, respect for self and others, sense of community, appearance, behaviour and discipline.

Our aims are for every individual to:

- achieve their full academic potential by participating in a rich, stimulating and challenging curriculum;
- be able to contribute to society as active, compassionate and responsible citizens; and
- flourish culturally, intellectually, morally, physically and emotionally through participation in a wide range of opportunities.



Academic record

Attainment *and* achievement is very high and consistently so; the most-recent value-added data places the school in the top 15% nationally (please see the school website for details).

Nearly all our Year 11 pupils continue into further education, with the clear majority remaining at Ermysted's to study for A-Levels. In addition, each year several pupils join the Sixth Form from other local schools.

The School enjoys a strong reputation for supporting all pupils through their academic journey and seeks to bring out the very best in them all. Most of our pupils go on to gain places at the best universities, including Oxford and Cambridge (please see the school website for details).

School routine

The school week is based upon 50 one-hour lessons over two weeks. The school day for pupils starts at 8:45 am and finishes at 3:35 pm. There is a formal half-school assembly on Tuesday, Wednesday and Thursday with year assemblies on the remaining days.

The Curriculum

Ermysted's offers its pupils an exciting and engaging curriculum across a broad range of subjects at GCSE and A-Level.

In Years 7 and 8, the curriculum provides opportunities beyond the requirements of the National Curriculum: all pupils study separate sciences and all begin French, German and Latin on entry.

The school operates a three-year KS4, with pupils required to take a Language and a Humanities option. The standard offer is ten GCSEs, though a good number of pupils take an additional GCSE in Further Mathematics.

The core offer includes mathematics, English language, English literature and the three separate sciences, and four optional subjects are chosen from Art and Design, Food and Nutrition, French, Geography, German, History, Latin, Music, Physical Education, Religious Studies, Computing and Design Technology.

In addition to these subjects, several non-examined courses are offered to KS4 pupils including statutory RS, careers, PSHE, physical education and a weekly enrichment programme that includes non-GCSE courses in art, music, ecology, computing, parliamentary democracy, classics, economics, and much more.

Most Sixth Form pupils choose to study three A-Level subjects (from a choice of twenty-two) with some opting to take four. The Sixth Form curriculum is supplemented by a lecture programme and other enrichment opportunities including volunteering, physical education and the EPQ.

Pastoral

The School places considerable emphasis on the care of its pupils. There is a well-established and effective pastoral care structure with most staff expected to be form tutors. General academic progress and all matters of pastoral care are, in the first instance, the concern of the form tutor who consults with the Head of School, Assistant Headteacher, or Headmaster as necessary.



Form groups are arranged into the four houses in Years 7 to 9 with no reference to academic ability, as is the case elsewhere in the school except for mathematics in Years 8 to 11, where pupils are set according to ability. Form groups in Year 10 and above are smaller, with the pupils in different groups to those in the Lower School.

The Co-curriculum

Physical Education and team games occupy a high profile within the school and Ermysted's has a proud tradition of success in many sports. The main school sports are rugby, cross country and cricket, though as pupils move up through the year groups, the sporting opportunities broaden.

A good range of sporting and cultural activities is available to our pupils beyond the school day and many members of staff volunteer their time and expertise to foster the co-curricular life of the school. Assistance and expertise in these areas from new members of staff is always most welcome.

The Staff

The school has a very friendly, collegial and sociable staff, with colleagues from a variety of backgrounds, some joining the school straight from university, others after time in industry or after having taught at other establishments. What staff members have in common is enthusiasm for teaching and learning, and a genuine commitment to the School's values and ethos.

Staff well-being is an important consideration at the School. Break time refreshments are provided to free-of-charge to staff, as are regular yoga classes and subsidised massage sessions. All staff enjoy at least 7 hours of non-contact time a fortnight and administrative and data entry tasks are kept to a minimum. It is a long-standing policy at the school that email is restricted to working hours to ensure staff maintain an appropriate work-life balance.

The Foundation

The initial Foundation for the School has been maintained through the centuries and is now managed as a registered charity by the Foundation Trustees. The Foundation own the grounds and school buildings, and support the School's activities financially through donations from pupils' families.

The Old Boys' Society

The Ermysted's Old Boys' Society is an extremely active group, bringing together alumni from the school's long history. The Old Boys take a keen interest in the progress of the school and contribute financially through fundraising to support the school's development. A calendar of events can be found on www.ermystedsoldboys.co.uk

The Parents' Association

The relationship between the school and its parent body is excellent. The Parents' Association exists to support the school in its many different functions and it organises a full and varied programme of activities throughout the year.

Further information

Further information can be found on www.ermysteds.co.uk

The Faculty

The Creative Arts Faculty includes the following subject areas: Art, Design Technology, Food and Nutrition, Music and Physical Education. Specialist staff teach in spacious and well-equipped facilities. In Design Technology, two full time teachers are supported by an experienced technician. There are three workshops, equipped with outstanding facilities including: a laser cutter, 3D Printers, CNC Routers, a brazing hearth and chip forge, aluminium casting facilities, PCB etching facilities, and a suite of computer work stations with programmes such as 2D Design, Autodesk Inventor and Circuit Wizard.

At key stage 3, all pupils follow a carousel in Design Technology, which consists of Design Engineering, Product Design and Food & Nutrition. Pupils spend 10 weeks on each rotation, focusing on areas including hand manufacturing and CAD/CAM in polymers and wood, PIC programming and iterative design, pewter casting and vacuum forming.

At key stage 4, pupils follow the AQA specification and utilise their developed skills from Design Engineering and Product Design, as well as developing further skills in textiles. Historically results in Design Technology both at GCSE and A-Level have been excellent, with the school consistently achieving better outcomes when compared to similar centres; consequently, the uptake at key stage 4 is strong with three groups averaging between 15 and 20 pupils.

At key stage 5, students currently follow the OCR syllabus and receive five hours of contact time per week.

For many years, students at Ermysted's Grammar School have been successful at gaining prestigious Arkwright Engineering Scholarships, with a number of students every year being awarded the scholarship. The co-curriculum is also very important and pupils are offered a range of experiences from robotics club to local rotary competitions. The department plays a full and active role in Year 6 taster days and in Enrichment Week. The department also has extensive links and visits to local companies such as Hope Technology, Rolls Royce and Airedale International Air Conditioning.

If you have any questions, please feel free to contact the Head of Faculty, **Mr Stewart**, via email on sstewart@ermysteds.n-yorks.sch.uk.



The Role

Position	Design Technology Technician
Salary	Grade E, Scale Points 6 – 8
Tenure	Established
Time	Part-time, 37 hours per week, term time only
Responsible to	Head of Faculty Creative Arts

This is a part time post working 37 hours per week, term time only, including training days (39 weeks pa). The hours determined by agreement and the Technician will work flexibly, as and when necessary, to ensure the School's needs are met, for example starting in time to prepare for the first lessons of the day. It is expected that the Technician will not take any leave during term time.

The post holder is responsible to the Head of Faculty and Teachers of Design Technology in respect of curricular matters, and to the Headmaster in all other matters.

Main Purpose of the Role

- To work, under the direction of the Design Technology teachers to coordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the curriculum.
- To give technical advice and health and safety advice to teachers, other technicians and pupils.
- To ensure that equipment is maintained and serviced appropriately.

Principle Responsibilities

Operational

- Lead role in planning, organising and maintaining equipment for Design Technology
- Give technical advice to teachers, technicians and pupils as required
- Offer professional guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum, which may include assisting with demonstrations, to support the development of pupils
- Support and promote the development of pupils
- Liaise with all areas of the school and outside organisations, for example regarding the maintenance of equipment
- Keep up to date with current procedures and practices through continuing professional development
- Assist with demonstrations
- Appreciate that others may not have the same understanding of professional terms and may interpret language such as acronyms differently
- Carry out risk assessments for technician and classroom activities
- Undertake record keeping as required

Communication

- Communicate effectively with all pupils and colleagues
- Remember and understand the procedures and legislation relating to confidentiality issues that apply to your role
- Interact with pupils in a supportive way to aid the development of their ability to think and learn
- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour
- Have the ability to use clear language to communicate information unambiguously to others including children, young people, their families and carers

Resource Management

- Carry out stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records
- Design, construct, and modify apparatus/equipment
- Lead on routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard

- Assist in monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy
- Ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy

Safeguarding

- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with
- Have awareness and basic knowledge, where appropriate, of the most recent legislation
- Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them
- Make considered judgements about how to act to safeguard and promote a child or young person's welfare

Systems and Information

- Participate in training and learning activities and performance development as required
- Attend staff meetings, training days and management meetings by agreement with their Manager.

Data Protection

- The post holder will comply with the school's policies and supporting documentation in relation to the Information Governance; this includes Data protection, Information Security and Confidentiality.

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist health and safety responsibilities as defined in the Health and Safety policy and procedure
- Provide technical advice on health & safety issues to teachers and other support staff
- To work with colleagues and others to maintain health, safety and welfare within the working environment
- Contribute to the assessment, monitoring and review of both health & safety procedures and information resources through a process of self-evaluation
- Carry out safety checks
- Ensure the healthy, safe storage and accessibility of equipment and materials.
- Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards.

Equalities

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility, the post holder will work in accordance with the aims of the Equality Policy Statement

Please note that these responsibilities will be reviewed from time to time and may be amended as is reasonable by the Headmaster. These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities commensurate with the post, as reasonably requested by the Head of Faculty Creative Arts.

The Person

The following are essential or desirable characteristics associated with the post above at Ermysted's Grammar School. Evidence will be drawn from the application form, or explored at interview.

	Essential	Desirable
Qualifications		
NVQ Level 3 or equivalent in a relevant subject	✓	
Evidence of further relevant qualifications or training		✓
Evidence of recent professional development		✓
Experience		
Experience of working in Design Technology and/or related area	✓	
Experience of using a range of equipment used in Design Technology	✓	
Experience as a Design Technology technician		✓
Experience and knowledge of undertaking risk assessments		✓
Knowledge		
Knowledge of the subject area and appropriate specialist equipment	✓	
Awareness of health & safety issues relevant to a Creative Arts faculty		✓
Skills		
Ability to converse fluently in English	✓	
Ability to prioritise and manage own workload to ensure deadlines are met	✓	
Ability to maintain appropriate relationships and personal boundaries	✓	
Ability to relate positively to young people	✓	
An ability to build positive working relationships with colleagues	✓	
An ability to work effectively as part of a team and to work independently	✓	
Creativity and problem-solving skills	✓	
Demonstrable, confident ICT skills	✓	
Good communication, organisational and interpersonal skills	✓	
Other		
Ability to work hard, prioritise deadlines and maintain high personal standards	✓	
A commitment to high levels of attendance	✓	
A commitment to the School ethos and selective education in general	✓	
A demonstrable commitment to equal opportunities	✓	
A recognition of the importance of personal responsibility for H&S	✓	
A willingness to engage fully with continuing professional development	✓	
Ability to think creatively and show initiative	✓	
Commitment to safeguarding and promoting the welfare of pupils	✓	
Emotional resilience and a sense of humour	✓	
Motivation to work with and, at times, alongside pupils	✓	
Physical fitness to match the needs of the role	✓	

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.

Ermysted's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undergo enhanced DBS clearance.

How to apply

Please read these notes before completing the application form.

1. Only applications submitted on the School's application form (click [here](#)) will be considered.
2. We would prefer you to fill in your application electronically and submit by email. (You will be asked to sign a hard-copy if appointed.)
3. Complete the application form **as fully as possible**. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel; therefore, clarity is essential.
4. Please give the full name and title of both of your referees and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted directly by the school if you are short-listed. It is our practice to take up references before interview, whenever possible.
5. Please submit your completed application form by **12:00 pm** (noon) on the closing date to recruitment@ermysteds.n-yorks.sch.uk.
6. If short-listed, you will receive either a phone call and/or email inviting you to attend for interview. It is important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you. If you require any assistance in attending for interview, please let us know in good time so that we may make appropriate arrangements.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.

7. We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the equal opportunities monitoring page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.

Pre-employment checks

Please note that any offer of employment will be conditional on the pre-employment checks being completed successfully.

The successful applicant will be required to:

- Provide details of two referees who know you in a professional capacity, one of whom must be your current Headteacher or employer. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK.
- Undertake an enhanced DBS check and receive appropriate clearance. Please note that an enhanced check will include details of all convictions on record, whether spent or unspent under the Rehabilitation of Offenders Act 1974 (ROA).
- Complete a medical questionnaire and, if deemed necessary, undergo an assessment of their fitness to complete the duties as described in the job description.



Circa 1492

Ermysted's Grammar School