

EDGAR WOOD academy



APPLICATION PACK: Technology Technician

Deadline : Friday 13th October 2023

at 12.00 noon

Dear Colleague

Thank you for your interest in Edgar Wood Academy. We are incredibly excited to have been chosen by the Department for Education to open a new school to serve the local community in Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do. Through a culture of mutual respect, strong behaviour and high standards, we aim to inspire and engage all pupils, regardless of prior attainment or social background.

By joining our school, you will be part of an exciting journey, building the school from its foundations and helping to create the ethos, values and culture of our school. We believe in strong discipline, which allows our teachers to teach and our students to learn. As a result, we will improve student achievement through high-quality teaching in a safe and caring environment. We value each individual child in our school and recognise that each has different talents and gifts, which we will nurture over the course of their school journey. We will help each student to develop, both personally and academically, so that they have the knowledge and skills to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

The school has recently moved into a modern, state-of-the-art building, with stunning views of the local countryside, but within easy access of several motorway links. We can offer the opportunity to shape and develop a curriculum which will capture students' interests, provoke serious thinking and develop their intellectual curiosity. The curriculum will be culturally relevant to our students and will serve to develop social attitudes and behaviours, celebrate British values and ensure that students have an inclusive approach to their local and global communities. Edgar Wood Academy have an extensive enrichment programme which will ensure that all pupils are engaged in a curriculum suffused with memorable experiences and rich opportunities for learning.

To work at Edgar Wood Academy, you must aspire to be an outstanding colleague. You must be willing to share and learn. We wish to appoint someone who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely



Marcin Kojder
Headteacher

Edgar Wood Academy, Heywood Old Road, Heywood, OL10 2QN
Tel: 0161 676 9620; Email: info@edgarwood.org; Website: www.edgarwood.org

Technology Technician

Making your Application

I hope that when you read this Application Pack you are inspired to apply for the post.

Application

Please complete the Altus Education Partnership Application Form and send it by email to: recruitment@altusep.com

Deadline

The deadline for the post is **Friday 13th October 2023 at 12.00 noon**

Interviews are expected to take place **week commencing 16th October 2023**

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist, therefore, if you do not hear from us, your application has been unsuccessful on this occasion.

Salary

The post will be paid on the Support Staff Salary Pay Scale : Points 5 - 6

Start Date: As soon as possible

For an Application Pack

1. Visit www.edgarwood.org or www.altusep.com
2. Contact Garry Campbell, Trust HR Assistant at recruitment@altusep.com
3. Telephone: 01706 769835

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme and our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects

Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

Background Information

Altus Education Partnership

Edgar Wood Academy is currently one of three institutions in the Altus Education Partnership (a Multi-Academy Trust) alongside Kingsway Park High School and Rochdale Sixth Form College ("*TES 6th Form College of the Year 2021*" and "*Ofsted Officially Outstanding 2022*"). Edgar Wood Academy and the Trust have a very strong educational reputation in the local community and are in a financially robust position. The Trust works as a partnership of equals, where all Academies are distinctive institutions working together for the benefit of all students, within which, Headteachers and local Governing Bodies have delegated authority and associated autonomy. The Trust expects to expand further in the next few years, working with Academies in the Primary and Secondary phases to improve the quality of education across the borough.

Altus Education Partnership are committed to supporting all children in their Academies to progress to a successful career, life and employment path of their choice.

All our Academies will share a collective identity as providers of the highest quality teaching with high expectations of learners, coupled with effective assessment and intervention. Young people in our Academies will engage with opportunities to develop their own skills and aptitudes to support their progression, while making valuable contributions to their communities. Leaders and Teachers will take a collaborative approach, sharing best practice at a local, regional and national level, to continuously improve the performance and outcomes of all Academies in the Trust.

Altus Education Partnership Values

The values of the Altus Education Partnership will be embedded and visible throughout all the academies. Each will have its own unique identity built around the core Trust values. These are:

- Unrelenting commitment to improve the quality of our provision and enhance the lives of our students.
- Openness in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- Accountability through the rigorous, transparent and forensic analysis of all aspects of our performance.
- Commitment to the principles of inclusion and equality.
- Dedication to the borough of Rochdale and its surrounds.
- Collective responsibility for one another and the results of all our students – ‘if one fails, we all fail’.

The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.

- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

Shared Objective for all Staff

"To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.

Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction.

The Technology Department

At Edgar Wood Academy, our Technology Department is more than just a group of subject specialists – it's a growing team of inspirational individuals who have dedicated themselves to providing our students with an exceptional learning experience. As a staff member at Edgar Wood Academy, it will provide a unique opportunity to grow your own practice in a supportive and forward-thinking department, where student support and staff development lie at the heart of what we do. As an educator in our Technology department, you will have the unique opportunity to shape and develop an ambitious curriculum that captures the hearts and minds of our students, provoke critical thinking, and improve technical and intellectual curiosity.

As a member of the Technology Department your central purpose is to help our students realise their academic potential. We believe every young person has the potential to succeed and devote ourselves to improving student achievement through an unceasing focus on learning and teaching and student support.

To work at Edgar Wood Academy, you must aspire to be an outstanding colleague, with a willingness to share and learn. We wish to appoint someone who will help us to make a positive difference to the lives of young people in the borough. You will need to have a flexible approach as you may be required from time to time to set aside subject interests to consider the broader interests of the School and your own professional development.

We promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

Role Description:

Job Title:	Technology Technician
Reports to:	Head of Department
Staff Responsibility:	N/A
Additional:	As Assigned
Remuneration:	All appointments will be made on the nationally agreed support staff pay spine based on qualification and experience. The post will be paid on support staff salary scale points, 5 - 6 (£21,575 to £21,968) Actual Salary £19,597 to £19,954
Contract:	Permanent, Term Time + 2 weeks : Hours between 08.00am to 16.30pm
Start Date:	As soon as possible

Technology Technician

Join us in our mission to shape the future of education as we would like to welcome applications for a Technology Technician to our new school, which opened its doors in September 2021. The school has recently moved into a modern, state-of-the-art building and classrooms that support the delivery of outstanding Technology practical lessons and demonstrations. There are stunning views of the countryside, coupled with convenient access to several motorway links. Through your contribution, we aspire to enrich, empower and support the local community of Middleton and Heywood.

This role would suit a passionate and dynamic individual with an unbridled passion for supporting the learning of the Technology curriculum in the subject areas of Resistant Materials, Design & Technology and Food Technology. This is an exciting time to join Edgar Wood Academy as we are a new and expanding school, with a current intake of 480 students within Years 7, 8 and 9.

Key Focus: Maximise Students' Achievements

All staff are fully expected to contribute to the shared objective of maximising students' achievements and to the achievement of Edgar Wood Academy (EWA).

Primary Purpose:

Our central purpose is to help our students realise their academic potential. We believe every young person has the potential to succeed and devote ourselves to improving student achievement through an unceasing focus on learning and teaching and student support.

Our young people are challenged to achieve through high expectations within a "you can do it culture". We aim at all times, to build aspiration, inspire and motivate our students so they have the opportunity for greater choice in life.

Technology Technician

Main Duties and Responsibilities

Supporting Learning

- Preparation of tools, materials and equipment for lessons as required by Teachers, ensuring well organised, smooth running, and engaging lessons, returning unused materials to appropriate store for both Resistant Materials and Food Technology.
- Support Teachers in lessons, i.e. assisting students and demonstrating methods and techniques to them to acquire new skills.
- Produce prototype projects and costings, advising Teachers on feasibility and practical requirements for teaching delivery.
- Ensure all teaching rooms, workshops and storage areas are maintained clean and tidy and ready for use, liaising with Estates and ICT staff regarding appropriate issues, e.g. inadequate cleaning, PCs/software not working or development requirements.
- Ensure all tools, materials and equipment including safety equipment are stored safely, well maintained, and stocked, ensuring compliance with COSHH and other current health and safety requirements.
- Carry out visual checks of all machinery and appliances before use to ensure it is safe for students and staff use, overseeing and organising appropriate maintenance and inspection, ensuring compliance with health and safety requirements.
- Organise the safekeeping of students' work and assist in preparing classroom and corridor displays, mounting and removing work as required to enhance the learning environment.
- Under the direction of the Head of Department, compile and maintain records of risk assessments in line with best practice and CLEAPPS guidance.
- Undertake risk assessments to ensure safe working practices are followed, reporting any issues to the Head of Department and School Health and Safety Co-Ordinator.
- Ensure necessary safety signage and equipment is located appropriately, i.e. adjacent to machinery/equipment.
- Ensure each technology teaching area is kept locked and secure when not in use, ensuring there is no unsupervised access to students and visitors, reporting any issues to the Head of Department or Class Teacher.
- Participate in discussions with Teachers to understand their requirements, researching and suggesting innovation.
- Maintain an awareness of health and safety procedures in a technology environment, ensuring safety of all students, staff and visitors.
- Provide Technician support during school, liaison and out-of-hour activities, i.e. challenges and Parents/Carers Evenings as required.
- Provide support to teaching staff and students in the use of ICT software for CAD/CAM and similar design processes.

Staff:

- Meet regularly with the Head of Department to plan strategic requirements for smooth running of the Technology Department.

Administration

- Under the direction of the Head of Department, manage the departmental budget, including allocating and monitoring of expenditure, ensuring sufficient resources throughout the entire financial year.
- Order equipment, materials and ingredients, following correct financial and procurement procedures: obtain best value and ensure budgetary control.
- Assist with unloading and checking deliveries, notifying the Finance Department at AEP of any discrepancies.
- Maintain inventory of equipment and monitor stocks of resources and consumables, to ensure all lessons are fully resourced.
- Ensure end-of-life equipment and materials are disposed of as necessary, within financial procedures and comply with hazardous waste requirements.
- Ensure asset register is updated with new and end-of-life equipment, following AEP procedures.
- General administration as directed, including photocopying and filing.
- Develop systems using ICT to improve effective administration processes.

Other Duties:

- Contribute to the Trust's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- Share good practice across the Trust.
- Take responsibility for your own well-being.
- Participate in appropriate Induction Programme to support new staff and provide excellent support for those members of staff who are new to an educational environment.
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in appraisal and the achievement of objectives set, which will be robust and measurable. Request adequate support to achieve these targets if appropriate.

Other Responsibilities

- Take part, as required, in meetings in relation to the curriculum and organisation of the school.
- Participate in arrangements for professional development as outlined in the school development plan or identified through the appraisal process and take responsibility for own development.
- Ensure the activities in which students are engaged are conducted in a disciplined, safe and healthy environment and in line with school policy.

General Responsibilities

- To be an ambassador for the school.

- To model the core values of the school in your professional life and to promote and develop the school's vision, ethos, aims and objectives.
- To establish a culture that promotes excellence, equality, and high expectations for all students.
- To respond professionally to unplanned situations, crises, and emergencies whenever they arise to ensure the safety and efficiency of staff and students of the school and to maintain good discipline.
- To attend meetings with external agencies and organisations.
- To foster and support extra-curricular activities in the interest of the school community e.g. school productions, concerts, sports activities, trips, and excursions.
- To take on additional responsibilities as directed by the Headteacher and/or SLT link.

Whole-School Organisation, Strategy and Development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the schools' values and vision.
- Make a positive contribution to the wider life and ethos of the school.
- Participate in EWA daily duty rota.

Health and Safety

Promote the safety and wellbeing of students and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.

- Look after children who are upset or have had accidents.

Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Personal and Professional Conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.
- Respect individual differences and cultural diversity.

Person Specification

No.	CATEGORIES	App Form/ Letter	Interview	Interview Task	Refs
ESSENTIAL CRITERIA					
1.	5 Grade 9-5 or equivalent including English & Maths	√	√		√
2.	Relevant NVQ and/or Health & Safety certificates	√	√		√
3.	Experience of using technology machinery, including specialist equipment and tools	√	√	√	√
4.	Experience of using specialist software, i.e. CAD/CAM and other design specific software	√	√		√
5.	Experience of using kitchen equipment or some reference to Food Tech	√	√		√
6.	Experience of risk assessing and ensuring a safe environment	√	√		√
7.	Knowledge of Codes of Practice, i.e. CLEAPPS, COSHH and awareness of relevant health and safety legislation	√	√		√
8.	Excellent ICT skills including Word, Excel and Outlook	√	√		√
9.	Effective written and oral communication and presentation skills	√	√	√	√
10.	Effective time management and organisational skills	√	√		√
11.	Ability to follow instructions and give advice	√	√	√	√
12.	Meticulous attention to detail, maintaining a high level of accuracy	√	√		√
13.	Ability to work on own initiative and under pressure to tight deadlines	√	√		√
14.	Ability to learn new skills and processes quickly	√	√		√
15.	Effective interpersonal skills to assist, guide and train a diverse range of users	√	√		√
16.	A clear communicator with adults and students	√	√		√
17.	Ability to be adaptable, flexible, efficient and highly organised	√	√		√
18.	Self-motivated with the ability to work accurately and methodically	√	√	√	√
19.	Ability to demonstrate sensitivity and awareness of confidentiality requirements	√	√		√
20.	Committed to safeguarding the welfare of young people	√	√		√
21.	Possess enthusiasm for technological developments	√	√	√	√

23.	Commitment to valuing the individual and boosting their self-belief and worth – <i>an unconditional positive regard for young people</i>	√	√		√
24.	Commitment to professional learning & institutional improvement	√	√		√
25.	Commitment to high professional & personal standards of work & conduct	√	√		√
26.	Determination to promote equality of opportunity	√	√		√
27.	Ability to offer enrichment & contribute to wider college life	√	√		√
28.	Commitment to professionalism, sharing, teamwork & collaboration	√	√		√
29.	Commitment to enjoying work!	√	√		
DESIRABLE CRITERIA					
30.	Experience within an educational technology/ workshop maintenance environment	√	√		√
31.	Working knowledge of DT curriculum	√	√		√
PERSONAL CHARACTERISTICS – ESSENTIAL					
32.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	√	√		
33.	Willing to be accountable and to take personal responsibility for own actions	√	√		
34.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	√	√		