

**Applications are invited for the post of
Design Technology Technician
(term time only)
Required from 1st September 2019**

The School

The Cathedral School in Llandaff is the leading independent school in Cardiff, the capital city of Wales. It educates approx. 800 students, boys and girls, aged from 3 – 18.

The school is located on an attractive campus adjacent to the ancient Llandaff Cathedral. It was founded in 1880 as a choir school to provide choristers to the Cathedral, and this tradition continues today. The school moved to its present campus in 1958, then numbering 190 boys and being a preparatory school. It became co-educational in 1978, and expanded very successfully to GCSE 12 years ago, achieving amongst the best GCSE results in Wales every year since. The Sixth Form began in September 2013 and has grown and developed each year; with outstanding results and students progressing to a wide range of university courses. There are no boarders; all of our students come from the locality, most from within a 20 mile radius. Standards, academic and behavioural, are very high. All students are expected to give and to be the best they can.

The school was inspected by Estyn in September 2018 and was judged to be excellent in all five categories. Pupils were described as “confident, ambitious, aspirational and well-informed learners” and the report celebrated the “outstanding subject knowledge” and “passion and enthusiasm” of the teaching staff.

The Cathedral School is a member of the Woodard family of schools and is the only Anglican choir school in Wales. The Christian faith is central to the life of the school and all members of staff are expected to actively promote the aims of a Christian school, to contribute willingly and generously of their time and commitment to school life, and to sincerely seek to do and to be their best.

In addition to membership of the Woodard Corporation, the Cathedral School is a member of The HMC, The Society of Heads, IAPS (The Independent Association of Prep Schools) and also of the Choir Schools’ Association.

The School’s Aims

The school offers a broad curriculum which it aspires to deliver through the highest standards of teaching. It is expected that students will progress within the school until A-level. The school not only prides itself on its musical, academic, sporting and artistic achievements, but also on its ability to challenge and motivate all of its students. We want children to take risks in the classroom, not to be afraid of getting it wrong, but rather to be confident enough to ask questions and think for themselves. All children have talents and gifts, both in and out of the classroom, and we are always looking to identify and celebrate these at every opportunity.

Ultimately, our aim is to equip our young people with the skills, abilities, interests, experiences, qualifications and, most importantly, vision and values to be the best that they can be, and to spend their lives promoting the common good. We hope that each of them will, in some way either great or small, make the world a better place.

Responsibilities in the Art, Design and Computing Faculty

The Art, Design and Computing Faculty is a high achieving, dynamic team of enthusiastic individuals. We pride ourselves on providing the highest quality of teaching and learning across all subjects. We are seeking to appoint an organised and reliable technician to support the Design Technology department. The successful candidate will support the subject leader and teaching staff in delivering the DT curriculum in the Senior section; from Year 7 through to A Level.

This is a term time only post for 35 hours per week, Monday to Friday.

At Key Stage 2 and Key Stage 3 (Years 5, 6, 7 and 8) pupils follow a bespoke syllabus, broadly based around the English National Curriculum. These classes are taught in form groups. At GCSE we follow the WJEC/Eduqas syllabus and pupils are taught in groups of mixed ability. At A-Level, we follow the WJEC/Eduqas specification. Class sizes are a maximum of 24, although at GCSE and A-Level they are often significantly smaller, enabling us to provide an enhanced learning experience. The department is well resourced with a growing resource of equipment and materials.

The successful candidate will be a good team player who is willing to share their technical expertise for the benefit of the pupils and each department. We welcome applications from experienced technicians with a thorough knowledge of health and safety regulations and the ability to demonstrate and assist others in the safe and effective use of specialist equipment and materials. Please refer to the job description below for further information.

Should you choose to apply we look forward to meeting you, showing you what we do and hearing what you can offer. We are a friendly, supportive and diligent team, and would like to develop further through welcoming a knowledgeable technician to the school. The pupils here are great fun and are willing to work very hard. They appreciate those who are willing to invest time into their lives and who care about them and their education.

If you would like any additional information about the role, please contact Mr Robert Leek, Bursar, via enquiries@cathedral-school.co.uk.

Job Description

- To support the subject leaders and teaching staff in delivering the DT curriculum;
- To create and maintain a purposeful, orderly and productive environment, ensuring that the design rooms, workshops and stock areas are clean, safe and well organised at all times;
- To be responsible for the timely and accurate preparation and use of specialist equipment, resources and/or materials as required by staff/curriculum/lesson plans;
- Ensuring a safe environment by maintaining tidy working areas and ensuring that tools and equipment are stored correctly;
- To develop an understanding of the curriculum and what resources are required;
- To assist the teaching staff in the setting up and running of practical sessions and demonstrations, including instructing others in the safe and effective use of specialist equipment/materials;
- To undertake technical support to pupils in structured and agreed learning activities/teaching programmes. This may be general assistant in the classroom, specialist teaching of an activity on a one-to-one basis or working with a small group on a focused task;
- To deliver materials and equipment to work areas, retrieving after use and disposing of waste;
- To be responsible for the cleaning of sinks and bench tops of materials and equipment, clearing of spillages, washing and repairing of equipment and returning to store;

- To dispose of hazardous and non-hazardous waste in accordance with established guidelines;
- To check workshop services and facilities, remove any unsafe equipment/substances and report any faults/issues to the subject leader;
- To be responsible for visual checking of plugs and electrical equipment and report any faults to the subject leader and premises manager;
- To maintain a database of department resources and update inventory records as requested;
- To organise and carry out the purchasing of teaching materials for DT lessons as required, in liaison with the Finance Office;
- To maintain specialist equipment, check for quality/safety, undertake repairs/modifications within own qualifications and report any additional damage/needs as necessary;
- To ensure health and safety regulations are adhered to at all times;
- To carry out health and safety risk assessments relating to workshop work and apply CLEAPSS and COSHH regulations and assessments (a regular health and safety log will be kept);
- To ensure that all consumable materials, particularly those of a toxic, flammable and/or explosive nature, are stored correctly;
- To undertake additional administrative duties such as photocopying, laminating and displays as required by the faculty;
- To support and attend school exhibitions and open days, and attend school trips as required;
- To collate and input pupil data;
- To operate documentation systems (cataloguing, filing, worksheets etc);
- To use CAD/CAM software and machines;
- To use and understanding many workshop machines, such as: wood and metal lathes, bandsaw, scroll saws, mortice drill, pillar drill, disc and belt sander and a large range of other machines and hand/electrical tools;
- To participate in training and personal development program as required;
- To be a First Aider (training to be provided via school).

Whole School Responsibilities

All school staff are expected to:

- Work towards and support the school vision and the current objectives outlined in the School Development Plan;
- Support and contribute to the school's responsibility for safeguarding students;
- Comply with policies and procedures of the school, including those referred to in the Staff Handbook;
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors;
- Work within the school's Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- Be self-reflective and committed to your own continued professional development, participating in training and keeping up to date with current procedures and practices;
- Engage actively in the appraisal process;
- Contribute to and support the wider life of the school, eg. attending school open days (incl one Saturday in early October), supporting pupil discovery days (liaising with subject leader to run inspirational workshop sessions), and attending other functions and events; and
- Undertake such other reasonable duties related to the job purpose as required from time to time.

This Job Description is not exhaustive and is subject to regular review.

All staff are expected to make a meaningful and significant contribution to the co-curricular life of the school, and to be in full sympathy with the Christian ethos of this Woodard School, an ethos which pervades all strands of school life.

Person Specification

Essential skills and qualifications

- Minimum of 5 GCSEs at Grade A*-C
- Trained in health and safety awareness and procedures
- High degree of competence in the use, care and maintenance of workshop equipment and resources
- Excellent organisational skills
- Good IT skills, including experience of Word and Excel
- Good written and oral communication skills with the ability to be proactive in liaison with staff
- Good standard of numeracy
- Ability to work under pressure, prioritise effectively and meet deadlines
- Willingness to become a First Aider

Desirable skills and qualifications

- An experienced technician with broad base of knowledge and experience of a school environment
- Experienced in the use of CAD/CAM
- Trained First Aider
- Understanding of the relationship with parents in a fee-paying school context

Personal characteristics

- Have a strong commitment to achieving high standards
- Self-motivated with the ability to work on own initiative but also as part of a team
- Flexible, with a positive 'can-do' attitude
- Able to inspire and motivate others
- Enthusiastic, innovative and supportive team player
- Able to remain calm under pressure;
- Diplomatic and trustworthy;
- Be able to build excellent working relationships with colleagues
- Have good rapport with children, nurturing positive relationships
- A strong commitment to working with parents/carers and the ability to build positive relationships with families;
- A sense of humour!

Salary, holidays and staff benefits

The salary for this role is £13,293 pa based on 35 hours per week, term time only (75% contract). You will be entitled to 4 weeks paid holiday (pro rata for the hours worked), to be taken during the school holidays. The hours of work are 8.30am until 4.00pm, Monday to Friday, with an unpaid break of 30 minutes for lunch. (Actual weekly hours may differ each academic year to accommodate the timetabling requirements).

Staff are encouraged to participate in the school's Pension Trust Scheme. Staff wishing to have their children educated at the school (subject to places being available and the child/ren satisfying the normal entry criteria) receive a considerable remission on the fees, and all staff are provided with lunch daily, free of charge. The professional development of staff is a high priority. The school is an exciting, challenging and rewarding place to work.

Application procedure

Please download and complete the application form and email it, together with a covering letter of no more than two sides of A4, to Mr Robert Leek, Bursar, via enquiries@cathedral-school.co.uk.

The deadline for applications is **Friday 28th June 2019 at 9.00am**. Interviews will take place during the week commencing 1st July 2019.

Further information about the school, including details of our Safer Recruitment Policy, are available on the website at www.cathedral-school.co.uk.

Child Protection

The Cathedral School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with any previous employer, as considered appropriate, and a criminal record check via the Disclosure & Barring Service. They will be expected to uphold the school's Child Protection Policy (copy on school website) at all times.

Clare Sherwood
Head

