

Technical Coach for Design & Technology (Part-Time)

The Milton Keynes Academy
January 2021



**THE MILTON
KEYNES
ACADEMY**
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in the role of part time Technical coach for Design & Technology at The Milton Keynes Academy.

The Milton Keynes Academy is a larger than average secondary school for students aged 11-18. We are based in central Milton Keynes, an area that continues to grow and thrive at a rapid rate. The Milton Keynes Academy joined Creative Education Trust in September 2018. Our network consists of eleven secondary and six primary academies. We also benefit from the support of a central team.

Our mission is to ensure that our students achieve the very highest standard they can irrespective of their starting points. We are ambitious on behalf of our students; we strive to ensure that everyone's potential is maximised. This can be summed up by our vision statement 'Opportunities for Everyone.' The golden thread that runs through everything that we do at the academy is our desire and commitment to our students and the local community.

In November 2017, Ofsted once again recognised that we are a 'good' school. The report noted many strengths including our determination to improve the life chances of the young people in our school, especially the disadvantaged pupils. However, we are not complacent and therefore work robustly with our stakeholders to further enhance our offer.

As well as providing a broad and balanced curriculum, we are committed to imbuing our students with cultural capital so that they can flourish in the wider world. We enjoy some of the best business links in the country and use these well-established partnerships to help us to develop the employability of our students. Working closely with companies such as Deloitte, Metro Bank, John Lewis and Niftylift and organisations such as the NHS, the University of Buckingham and MK College allows our students to develop the confidence and knowledge to seize opportunities. Being part of the CET family of schools, gives our students the gateway to take part in cross-Trust competitions from annual sports tournaments to Shakespeare festivals, from choirs to public speaking.

Schools within the Creative Education Trust pursue a rigorous and continuous programme of educational improvement. You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: www.youtube.com/user/creedacad.

We are looking for a committed, dynamic individual who believes in our mission and seeks to further enhance the provision of our young people. In turn, you will become part of a diverse staff team and will enjoy opportunities to support your development.

Our HR Team would be delighted to discuss this role with you and are available on careers@miltonkeynesacademy.org.uk or 01908 341700. You can also find out more at www.miltonkeynesacademy.org.uk

I look forward to receiving your application.

Yours sincerely,

Gordon Farquhar
Principal

“We are looking for a committed, dynamic individual who believes in our mission”

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST

Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:

www.creativeeducationtrust.org.uk



ABOUT THE MILTON KEYNES ACADEMY



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and our statement building is light and airy with grand open spaces and ample light from the exterior with imposing views over the city of Milton Keynes. The specialist areas are exemplary, well maintained and conducive to a wide range of teaching styles and methods.

Being part of the Creative Education Trust has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

The Main Hall

This is spacious with accommodation for up to 300 people, with projection and sound services and a remote-control panel. A demountable wall allows the adjoining dance studio to become a professionally lit stage area for performances and presentations

The full-sized internal sports hall

This provides state of the art facilities for a full range of internal team sports and also for the fitness training and gymnastics. It is used by the academy during the day and by the wider community during the evenings and weekends

Pitches and astro-turf

Our grass pitches and courts provide for all external team sports and we have excellent athletics areas matched to a broad and balanced sports curriculum. The enclosed five-a-side pitches and basketball courts are popular during games lessons and during the break and lunch social times

Gym

The gym features a wide range of modern sporting equipment, including state of the art exercise bikes and weights for use during and outside school hours, ensuring all Academy students and staff can enjoy an array of sporting facilities

The Hub

A large multi-purpose business engagement centre



To see full details of the school performance data please visit:

[https://www.compare-school-performance.service.gov.uk/school/139068/Milton Keynes-academy](https://www.compare-school-performance.service.gov.uk/school/139068/Milton%20Keynes-academy)



Science labs

The science laboratories in the main academy building are equipped for a full range of science teaching in Physics, Chemistry and Biology, with excellent support from a team of professional science technicians. The recently constructed extension has provided further specialist science facilities to allow of the growth of the subject

Restaurant

Our newly built restaurant with panoramic views over the play areas and sports fields provide a light and airy environment for all students to enjoy the healthy and nutritious meals and snacks prepared on site by our team of catering professionals

Music, Drama and Dance

This area is very well resourced with a range of spaces including Black box drama studios – a fully equipped film and sound recording studio, practice rooms, specialist music technology spaces, and a theatre lighting bar training area

Art and Technology

The creative arts and technology faculty has studios for all aspects of art, fashion, textiles, food and workshop activities. There is a laser cutter and a fully equipped facility for ceramics and print making. The materials preparation area allows students to design and make in a wide range of materials and media. There is also an integral exhibition area

Modern and open-plan Library

A quiet area for independent work and reading for pleasure. It is well resourced with a wide range of materials to meet the curriculum needs and leisure interests of the whole school community (including a collection of staff CPD resources)

We aim to engender a passion for wider reading and enquiry, which will broaden our young people's knowledge and develop a love of reading. We welcome readers beginning English, through to those aspiring to University or going into employment.

The Library is open throughout the school day. A Study Club runs after school for learners to obtain support with their work.

Additionally we have:

- Interactive whiteboards in every classroom
- Extensive ICT systems



SUPPORT FOR OUR TEACHING ASSISTANT STAFF

Every member of staff benefits from:

- High professional Development
- Regular training to develop your skills and knowledge
- A tailored induction programme to meet your needs

On site

- Restaurant
- Tea/Coffee
- Gym
- Parking

Employee Benefits

- Perk Box platform that brings employee benefits, discounts, and wellbeing and staff recognition
- Employee Assistance Scheme provided by Health Assured - unlimited access to advice, information and face to face counselling support on a range of issues including emotional, personal, legal and financial or relationship issues for yourself and those living within your household
- Bike2Work Scheme- where you can save up to 42% on the cost of bicycles and/or equipment
- Home Use Programme- you to get a licensed copy of Microsoft Office 360 to install and use on your home computer and up to six devices for free

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools' benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteachers is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.

You can find out more at:

www.creativeeducationtrust.org.uk



TECHNICAL COACH FOR DESIGN & TECHNOLOGY

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

The Milton Keynes Academy

CONTRACT TYPE

Part-time, Permanent

HOURS AND WEEKS

18 Hours per week

39 weeks per year (Term-time + 1 week)

SALARY

£18,198 - £20,903 per annum (dependent upon experience)

£7,580.90 - £8,707.74 per annum (actual, pro-rata)

REPORTING LINES

Accountable to: Head of Art & Design

PURPOSE

Under the direction of the Head of Department and in accordance with the practices and procedures of the school, assist teaching staff in providing a safe area for students and teaching staff.

The Technical Coach for Design Technology will provide technical support to the department by the preparation of tools, equipment and materials for lessons. They will also undertake a practical Health and Safety role for the department.

ROLES AND RESPONSIBILITIES

- Prepare materials and equipment for practical lessons
- Maintain and monitor consumables and equipment in D&T to ensure all students are able to access a wide range of materials and processes as part of their Design Technology provision
- Maintain and monitor stock control
- Assist the Head of Department in the ordering of materials and equipment
- Carry out weekly material and equipment checks across all Technology rooms
- Assist staff in the production and updating of Technology displays
- Assist teaching staff in promoting and raising the profile of D&T within and outside the school
- Assist staff in the demonstration and application of machinery use to students

You can find out more at:

www.creativeeducationtrust.org.uk

- Be proficient in the use of the range of CAM equipment and CAD Software
- Provide technical support to staff during lesson time as required
- Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Head of Department
- Maintain machinery and equipment in accordance with health and safety requirements, including CAD/CAM equipment
- Undertake any Health and Safety training as required by the school and ensure that Risk Assessments are complete and kept updated
- Carry out a range of administration duties including: preparing cover work, teaching materials and booklets

Maintaining Work Area

- Ensure that art and technology rooms and equipment are kept clean and tidy and that the technology/DT room safety regulations are met, including checking equipment for safety, cleaning and sterilizing equipment and advising students on safety aspects of particular practical work
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner

Health and Safety and Compliance

- Be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work
- Contribute to safe working practice in preparation/storage/teaching areas.
- Contribute to departmental Risk Assessments and ensure that these are kept up-to-date
- Advise staff on safety issues and trial practical work where necessary

Support for the School

- Support students in lesson as required
- Assist with practical examinations as may be required
- Assist with the organisation of trips and exhibitions, participating as required

- Assist with the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school where possible
- Act as a Fire Warden for the department, if required
- Support the Facilities Team with maintenance tasks, including repairs to learning resources, as required

Other

- Support in other specialisms within the Art and Design Faculty as required
- Attend regular team meetings and briefings with department and whole staff
- Participate in training and other learning activities and performance development as required
- Contribute to supervision duties to ensure the maintenance of a safe and secure school environment
- Work effectively within the department
- Work co-operatively with colleagues
- Comply with the school's policies and procedures

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

The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Milton Keynes Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.

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Category	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> Educated to GCSE level or equivalent, including English and Math's 	<ul style="list-style-type: none"> Relevant qualification in Design Technology subjects Technology safety certificate First Aid qualification Health and Safety qualification
Experience / knowledge	<ul style="list-style-type: none"> Experience of working with young people Understanding of the characteristics of working with pupils Knowledge of guidance and requirements around safeguarding children Basic understanding of how pupils learn Understanding of roles and responsibilities within the classroom and whole school context 	<ul style="list-style-type: none"> Experience of working as a Teaching Assistant or equivalent experience of working with children or young people in a school environment, preferably secondary education Experience of planning and leading teaching and learning activities (under supervision) Understanding of the characteristics of working with pupils with SEND needs Knowledge of how to help adapt and deliver support to meet individual needs
Expertise	<ul style="list-style-type: none"> Experience of working in the Technology Industry and the use and maintenance of machinery such as drills, saws, lathes and hand tools Experience of safe usage, operation, cleaning, upkeep, minor repairs and maintenance of workshop equipment Experience of ordering and maintaining stock Good level of relevant technical knowledge in specialist area Ability to prepare equipment and materials for lessons as requested by the teaching staff Competent user of ICT and other specialist equipment and resources to support learning Knowledge of Health and Safety Procedures 	<ul style="list-style-type: none"> Knowledge of health and safety, electrical regulations and COSHH
Personal Attributes	<ul style="list-style-type: none"> Proactive, positive and can do attitude with a commitment to continuous improvement Ability to work under pressure and be able to meet deadlines Ability to think creatively and to prioritise Excellent communication skills (including written, oral and presentation skills) Excellent interpersonal skills A commitment to safeguarding and promoting the welfare of children and young people A commitment to the Academy Trust's vision, values, aims and objectives Sensitive and ability to uphold confidentiality 	
Suitability to work with children	<ul style="list-style-type: none"> Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked Candidates must demonstrate an understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people 	
Equal Opportunities	<ul style="list-style-type: none"> Candidates must demonstrate awareness/understanding of equal opportunities 	

Closing Date: Midday on Wednesday 08 December

Interview Date: W/c 13 December 2021

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