

# **Design & Technology Workshop Technician Information Pack December 2020**



**Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. We welcome applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.**

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**Sawston Village College**  
New Road, Sawston, Cambridge, CB22 3BP  
Tel: 01223 712777 [www.sawstonvc.org](http://www.sawstonvc.org)  
11-16 mixed comprehensive academy, NOR: 1080  
Principal: Mr J P Russell

**Required as soon as possible**

## **DESIGN & TECHNOLOGY WORKSHOP TECHNICIAN**

### **Scale 3**

**37 hours per week, term-time only**  
**£19,312-£19,698 pro-rata**  
**Actual salary from £16,021**

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for rigour in teaching and learning, outstanding pupil behaviour and inclusive, caring values. We are listed as the sixth best school without a sixth form in the UK (The Sunday Times, 2020). A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to work.

We are seeking a reliable and pro-active Technician to support teaching and learning within the Design & Technology faculty subject areas of Engineering and DT, as well as the Art department as required. This is a key post that involves the preparation of materials for use by pupils, routine tool maintenance and contributing to the upkeep and organisation of resources within the department. The successful applicant will also support the teacher in the delivery of Technology lessons.

To find out more about this role, please download an application form and information pack from our website at [www.sawstonvc.org](http://www.sawstonvc.org). Applications must be submitted on the College's application form. CVs will not be accepted. Requests for flexibility in working arrangements/patterns will be considered.

Closing date: Friday 15 January 2021 at 9.00 am

Interviews: Friday 22 January 2021

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December 2020

Dear Applicant

### **Design & Technology Workshop Technician**

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued and all contribute to our strong caring ethos. Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive. We have a robust risk assessment in place to mitigate against Covid19 transmission. We take the health, safety and wellbeing of our staff and pupils extremely seriously. Throughout the pandemic, we are keen for all of our pupils to access the full curriculum and be inspired by high quality teaching and learning within the restraints of what is possible.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus, a few miles south of the cultural iconic and aspirational city of Cambridge. It was the first purpose-built Village College in England and we are proud of the fact that it is still heralded as a model for community education and remains true to Henry Morris' founding principles. Under normal circumstances, we have over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. We are also proud to be a founding member of the Anglian Learning Trust, a family of like-minded schools serving over 5500 pupils from ages 3-19 in this region. The Trust affords us opportunities to learn from each other, prosper from outstanding leadership development and build strong professional networks to achieve ambitious objectives.

Our school's focus is the achievement and wellbeing of our 1080 pupils and in this we are performing consistently amongst the very best schools in the country. In 2019, the College achieved significantly above national averages at all levels including 62% gaining grade 5+ in English and Maths, 39% at grade 7 or above across all subjects and a progress score of +0.6. We are in the highest quintile for all measures. This success has continued in 2020 with the overwhelming majority of our pupils securing their preferred post-16 pathway having achieved grades significantly well above average, with 83% gaining grade 4+ in English and Maths and 66% gaining grade 5+ in English and Maths. Academic success, of course, is only one measure and, as an Artsmark accredited school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and ambition for the future. The Sawston Way demands that our pupils also understand and appreciate the need for kindness, humility, politeness and good grace.



This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have very high expectations and set exacting standards enabling staff and pupil to feel safe and happy. We provide outstanding pastoral care of our young people. In normal circumstances, each pupil is a member of a vertical tutor group and a House. Non-teaching pastoral leads work very closely with our inclusion team, safeguarding team and SLT, to ensure that all pupils are known, valued, cared for and encouraged to do and be the best they can. We pride ourselves on the professionalism of our staff and our commitment to ethical leadership; as role models for the young, how we behave as leaders is as important as what we do.

We are now seeking a reliable and pro-active Technician to support teaching and learning within the Design & Technology subject areas of Engineering and DT, as well as the Art department as required. The job will, therefore, be largely workshop-based, although there will also be the opportunity to work alongside the teacher in the classroom in support of teaching and learning. If you wish to apply, then we would be delighted to hear from you. To apply, you must complete our application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than one page of A4. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted.

Your application should reach the College by 9.00 am on Friday 15 January 2021. Please see the application instructions section of this pack for full details. Interviews for shortlisted candidates will take place on Friday 22 January. If you have not heard from us three weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal convictions form;
- details of any child protection investigation that you may have been subject to;
- notification of any relationship with any pupil, employee, governor or trustee;
- evidence of your right to work in the UK;
- confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
- original qualifications certificates, and
- a signed and dated hard copy of your application form and covering letter.

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. During these turbulent times, we are keen to recruit people with resilience, adaptability and optimism for a better future. Above all, we are looking for staff who take pride in their work, enjoy the company of children and can harness the power of education to transform lives and inspire our future generation.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Mr J Russell  
Principal

## **Job Description**

### **Design & Technology Workshop Technician**



**Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.**

<b>Site</b>	Sawston Village College
<b>Grade</b>	Scale 3
<b>Hours of work</b>	37 hours per week during term time: 8.00 am to 4.00 pm Monday to Thursday, 8.00 am to 3.30 pm Friday with a 30-minute unpaid lunch break each day
<b>Responsible to</b>	Head of Design & Technology Faculty/Subject Leader of Design & Technology
<b>Job purpose</b>	To support teaching and learning within the faculty and, as required, in the Art Department

#### **Duties**

1. Ensuring the proper maintenance of all equipment and upkeep of faculty facilities in accordance with good practice and standards. Making regular checks and rectifying if possible or reporting problems.
2. Ensure that the requisite Health and Safety Regulations and Codes of Practice are complied with for the safety of staff and students. Keep up to date with changes to H&S and COSHH regulations and reporting any issues with compliance.
3. Ensure that adequate stock levels are maintained within the Faculty. Assist with sourcing, ordering and checking of deliveries and maintaining relevant stock control records. Purchasing small items 'as required' following the school's laid down Petty Cash procedures.
4. Assist with stock takes of resources, equipment and other materials.
5. Ensure that all equipment and materials are safely stored in line with local and national regulations.
6. The preparation of equipment and materials for use by the students in the classroom.
7. Assisting with the development of teaching and learning resources.
8. Supporting teachers and students with activities in the classroom and on trips on a regular basis.

9. Familiarisation with new equipment and supporting staff to integrate new activities into their teaching; contributing and sharing best practice.
10. Participating in training and other learning opportunities as required
11. Developing and maintaining effective working relationships with other staff
12. Undertaking shared pastoral responsibility for a mentor group as a co-mentor if required.
13. Being aware of and complying with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
14. Any other duty requested by the line manager commensurate with the post.

## Person Specification

### Design & Technology Workshop Technician



**Sawston**  
Village College

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<b>Education</b>	<b>Essential</b>	<b>Desirable</b>
Educated to GCSE level with a good standard of literacy and numeracy	✓	
Relevant qualification or experience in faculty area	✓	
School support staff qualification		✓

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
A wide range of experience relevant to tools, machines and materials	✓	
Experience of working in a similar environment		✓
Experience of working in a school or college context		✓
Experience of using ICT for sourcing, ordering and budget management	✓	

<b>Professional Qualities</b>	<b>Essential</b>	<b>Desirable</b>
A high level of organisational ability	✓	
Attention to detail	✓	
Ability to work well with other colleagues	✓	
Ability to meet deadlines	✓	
Ability to communicate effectively with all staff	✓	
Ability to learn quickly	✓	
Ability to plan work strategically in a methodical way	✓	
Ability to work independently	✓	
An interest in education	✓	
Ability to use ICT and CNC (Computer Numerical Control) – training will be given	✓	

<b>Professional Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Able to converse at ease with members of the public (i.e. staff and pupils), answer questions and provide advice in accurate spoken English	✓	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
A commitment to safeguarding and promoting the welfare of children	✓	
Dedication and enthusiasm	✓	
Good sense of humour	✓	
Excellent attendance and punctuality	✓	
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues and children	✓	



## Application instructions and further information



### How to apply

1. Complete the application form. This is available to download from the [vacancies](#) page on our website. CVs will not be accepted.
2. Write a letter of application to the Principal, Jonathan Russell, of no more than one side of A4. See the Letter to Applicants in this pack for details of what to include in your letter.
3. Send your completed application form and letter to Louise Milne, HR Officer, no later than 9.00 am on Friday 15 January 2021.
  - Email: to [jobs@sawstonvc.org](mailto:jobs@sawstonvc.org) and include the vacancy job title in the subject line. Attach your application form and letter as pdfs. Do not send hyperlinks or other file formats.
  - Post: to Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP. Write the vacancy job title in the top left hand corner of the envelope.
4. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
5. Please read our privacy notice for job applicants and our recruitment and selection policy on our [vacancies](#) page.
6. If you have any queries about the application process please contact Louise Milne, HR Officer, at [jobs@sawstonvc.org](mailto:jobs@sawstonvc.org).

### Find us

Directions to the College can be found [here](#).

### Ofsted

Read our most recent [Ofsted report](#).

### Professional development

Sawston Village College is a member of the Anglian Learning multi academy trust [www.anglianlearning.org](http://www.anglianlearning.org)

