



Stoke Newington School
& Sixth Form

Recruitment Pack

Lead DT Technician

Required for September 2025

Permanent

Compassion



Ambition



Resilience



Excellence



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Headteacher's Welcome

Dear Applicant,

A warm welcome to Stoke Newington School (SNS) and thank you for your interest in the post for **Lead DT Technician**. This is an exciting time to be working with us as we move forward to enhance our offer, so we achieve outstanding academic outcomes and close the gaps in student achievement.

We are an oversubscribed school with a diverse and enthusiastic student intake reflecting our local vibrant community. Our recent Ofsted inspection (July 2022) recognised us as a “Good” school with many strengths. Our students are “proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils,” and “teachers have strong subject knowledge and are passionate about their subjects.”

As our Lead Design Technology technician you will work as part of a team with teachers from the DT department, helping to prepare resources and facilitating lessons, playing a crucial role in supporting and improving our students’ learning experience, as well as allowing teachers to deliver a variety of lessons within a range of disciplines, maintaining the appropriate levels of safety for all.

You must have excellent interpersonal skills, a strong team ethic, drive, determination, energy, and the highest expectations of every student. You must be committed to excellent provision for our students.

We are committed to our pledge of being an anti-racist school and strive to have a workforce reflective of our school body. Applicants from Black and Global Majority backgrounds are strongly recommended to apply.

Best wishes,

Zehra Jaffer
Headteacher





Our core values and expectations for every student

At Stoke Newington School and Sixth Form, we want all our students to be proud of the school in which they study and be respectful and engaged members of the SNS community.

Compassion

We are polite and courteous and keep our voices quiet to show consideration for our community.

Ambition

We actively participate in lessons and use the feedback given to us to go above expectations.

Resilience

We understand that mistakes are part of learning and strive to work hard, even when the task may be challenging.

Excellence

We take pride in our smart appearance, the brilliant work in our books and our commendable behaviour.

Equality at SNS

We are incredibly passionate about creating a fair and equal community within our school. We set out these objectives to achieve and maintain an environment where every young person feels valued, cared for, and empowered to succeed.

Objective 1

Actively close gaps in attainment and achievement between pupils and all groups of pupils; especially pupils eligible for free-school meals, pupils with special educational needs and disabilities, looked after children and pupils from minority ethnic groups.

Objective 2

Reduce the incidence of the use of racist, homophobic, biphobic, transphobic and sexist language by pupils in the school.

Objective 3

Promotion of cultural understanding and awareness of different religious beliefs between different ethnic groups within our school community.

Objective 4

Monitoring and promotion of the involvement of all groups of pupils in the extra-curricular life of the school, including leadership opportunities, especially pupils with special educational needs and disabilities.

Performance

You can view and download the full 2022 Ofsted report [here](#). For performance tables and more statistics about our school, please visit our page on the [Department for Education website](#).

Staff Benefits

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.



Development and Training

Quality continuing professional development is essential to ensure everyone maintains and enhances the knowledge and skills necessary for a positive learning environment. As practitioners, we seek to be well-informed about recent evidence-based research. At SNS, we allocate time to implement strategies so teaching practice maximise the learning in the classroom. The SNS Teaching and Learning Hub is the teacher training, professional development, and quality assurance element of our school. The Hub, led by the Assistant Headteacher leading on Teaching and Learning together with the Lead Practitioner and Early Careers teacher Mentor, provide support and expertise to staff and departments across the school.

Flexible and Family Friendly

We know it can be challenging finding the right work-life balance. We want the absolute best people to work in our school, and so we want to support flexible working. We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. The number of part-time staff is above average for similar schools, and we always try to accommodate if the timetable and resources permit. It is important that staff who are parents, do not miss important milestone events, such as your child's first day at school or graduation. Where we can, we will support these important

moments. As part of our admission policy, staff members with children who wish to attend SNS are given a priority school allocation.

Pensions



Pensions are an important part of our life planning. We understand that and we want to make it as easy as possible for you to access the right pension scheme for you. When you join SNS, you are eligible to join the relevant pension scheme.

Health and Wellbeing

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.

A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.

All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health, and wellbeing professional, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Getting to Work

By public transport: Season ticket travel loans are available so staff members can take advantage of discounted annual fares for travelling to work by public transport.

By car: We have on-site parking. Applications will be considered on an individual basis. Please note, Stoke Newington School resides on a School Street which means you cannot enter Clissold Road between 8.30am-9.30am or 3pm-4pm. You can leave the road at any time.

Cycle Scheme: We encourage all staff to walk or cycle to work if possible. The school's Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

Discounts

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.

SNS Staff Association

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.





Job Advertisement

Lead DT Technician

Required for September 2025

£36,083 - £37,195, Scale S02

Monday – Friday, 36hrs per week, term time only

Permanent

The School

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is especially committed to creative teaching and learning. We aim that every colleague has excellent professional development which leads to every student having an outstanding education. Stoke Newington School is dedicated to being anti-racist, and inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence, and skills for all in our community to challenge racism.

The Post

We are looking for a dedicated Design and Technology Technician who can provide technical and practical support to staff in the Design and Technology Department. The postholder must be able to prepare materials and equipment for lessons and projects, including the preparation of demonstration materials and resources, and the stocking of classrooms with consumable items.

How to Apply

If you are interested in joining our team please apply via [TES](#).

Alternatively, you can download an application pack from our [website](#). When completing your application form, please name your application file with your full name and the role you're applying for and submit to recruitment@sns.hackney.sch.uk.

The closing date for receipt of applications is **midday 24th April**.

Interviews will be held on **Friday 2nd May**.

We are an equal opportunities employer committed to ensuring diversity in our workforce. As employers we are committed to safeguarding and promoting the welfare of children. A DBS clearance is a statutory requirement for all positions.



Job Description

Title of Post: Lead DT Technician

Salary: £36,083 - £37,195 per annum

Reporting to: Head of Design & Technology

Purpose of the post:

- To provide technical and practical support to teaching staff and students in the Design and Technology department.
- Ensure Health and Safety Regulations and adhere to.
- To be responsible for communicating effectively with Design Technology staff in order that studios and classrooms are properly equipped for all lessons.
- Ensure the general maintenance and cleaning of equipment and machinery including CAD CAM equipment.
- Prepare CAD files to allow for CAM prototypes to be manufactured.
- Report any equipment faults to your line manager and ensure appropriate action is taken.
- To ensure that all aspects of the department's technical equipment, activities and storage are compliant with Health & Safety regulations, particularly COSHH regulations.
- To raise purchase orders and to monitor the department budget, bringing any problems or issues to the attention of the Head of Department.
- Attend Design Technology faculty meetings where appropriate.
- Take part in trips, where appropriate.
- Assist with Design Technology classroom and whole school display work as required.
- Assist with the preparation of rooms, data and materials for D&T examinations and exhibitions.
- Support after school extra-curricular clubs, in order to support and extend the Design Technology provision.
- Ensure the Design Technology rooms are kept tidy and well organised.
- Assist with the safe storage of students work in line with exam board requirements.
- Ensure stock levels of consumables and equipment are maintained.
- Use specialist skills to aid the teaching of Design Technology during some practical lessons

Main Tasks and Responsibilities

- Responsibility for maintenance of equipment and machinery in the Design and Technology area ensuring health and safety and reliability at all times This will include setup up machines/equipment through general maintenance, cleaning, maintaining, and carrying out minor repairs.
- Clean and maintain the good order and organisation of the Design and Technology workshops and its storage facilities.
- Prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources, and the stocking of classrooms with consumable items.



- Under the supervision of the head of department maintain stock rooms, keep stock records, receive equipment and materials and maintain an inventory system for items.
- Assist teachers and students during lessons. Preparing display materials and equipment for parents' evenings and open evenings; remove and display items of work around the school, as and when requested.
- Control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to. Maintain all necessary safety checks on machines and maintain a daily equipment check of all textiles/food workshops.
- Keep sinks and work tops clean. Maintain aprons in a serviceable condition and keep stock rooms and workshop rooms clean, tidy and in good order.
- Assist with the maintenance and deployment of all A/V equipment within the department.
- Undertake other design technology tasks as requested by staff.
- Additional administration roles to include sending notification to parents and students regarding detentions and trips
- Sending letters, texts and emails to parents
- Ordering of stationary, materials and supplies
- Photocopying for all members of the department
- Assisting with cover by ensuring resources are in the correct area.

General Requirements:

- The post holder must always carry out their responsibilities with due regard to policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Equal Opportunities

- Highest ambition for the achievement of every student.
- Understanding of the needs of different students, and the appropriate policies and strategies to support them.
- Understanding of the needs of SEND students.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.



Personal Specification

		Essential	Desirable
	Criteria		
	Ability to work in multiple design disciplines including textiles, graphics and product design.	√	
	Excellent numeracy/literacy skills.	√	
	Effective use of ICT to support learning.	√	
	Confident user of Microsoft Office.	√	
	Good oral communication skills.	√	
	Good interpersonal skills – confident to speak to staff, suppliers and relate to the students.	√	
	Ability to problem solve and think creatively.	√	
	Ability to self-evaluate learning needs and actively seek learning opportunities.	√	
	Ability to work using own initiative and with minimal supervision.	√	
	Ability to prioritise and meet deadlines.	√	
	Ability to relate well with children and adults.		
	Displays commitment to protection and safeguarding of children and young people.	√	
	Ability to configure, service and maintain CAM equipment such as laser cutters and 3D Printers.		√
	Ability to effectively plan and organise (including store, monitor and order stock)	√	
Skills & Abilities	Ability to work as part of a team.	√	
Qualifications	GCSE in English & Math	√	
	NVQ Level 4 or equivalent qualification in relevant discipline.	√	
Knowledge and Understanding	Working knowledge of relevant policies/codes of practice/legislation.		√
	Understanding of statutory frameworks relating to teaching, according to particulars of the post.		√
	Working knowledge of national curriculum in specialist area, according to particulars of the post.		√
Experience	Experience working in a relevant art, design and technology discipline in a learning environment.	√	
	Experience in the use of and maintenance of workshop equipment and machinery.	√	
	Working knowledge/experience of design and technology processes in any discipline.	√	
	Experience providing technical and practical support to students.		√
	Experience using laser cutter, and other CNC machinery.	√	
	Knowledge of maintenance and repairs.		√