



**Rosebery School**

Excellence. Endeavour. Opportunity.

# **Food and Textiles Technician Application Pack**

**Closing date: 9.00am on Monday 18 March 2019**

**To start: as soon as possible**

Dear colleague

Thank you for your interest in working at Rosebery School, a highly successful, oversubscribed and vibrant girls' 11-18 school with 1470 students, including 280 in the Sixth Form. We are seeking to recruit an outstanding and motivated Food and Textiles Technician.

In 2018 88% of our students achieved a Grade 4 or above in both English and Mathematics GCSE and at A Level a third of our entries were graded at A\* or A. In addition to securing exceptional levels of attainment, the progress made by our students places us comfortably in the top 10% of schools nationally. Our approach with disadvantaged students has been acknowledged by the DfE and by the award of the Inclusion Mark. **In May 2017, Ofsted graded the school as 'Outstanding' in all areas.**

We are fortunate that our girls want to learn and we enjoy the support of our parents, who rightly have high expectations of our work with their daughters. At Rosebery, students choose their options in Year 8 and take a bridging year in the options they have selected to help them more readily manage the rigour of the new GCSE courses. Over half of our students choose to stay with us into the Sixth Form. We achieve outstanding outcomes for our students as a result of our clarity of purpose, our commitment to individual support and the hard work undertaken by all members of our community, including our students who are a delight to work with.

At Rosebery we strive to inspire and support every member of our community to achieve **excellence** through a love of learning and a desire to succeed. We challenge ourselves to continually improve and understand that **endeavour** and effort are central to meeting the highest of expectations. We are committed to creating a happy, purposeful and secure environment which provides the **opportunity** for all to develop and grow; to build confidence and self-belief; and to be enriched and stimulated so that we can all contribute significantly and positively to the Rosebery community and beyond.

New members of our team have an opportunity to make a considerable impact on the future direction of this school, and the GLF Schools Trust, the Multi-Academy Trust that we joined in September 2017. Rosebery School enjoys a very positive working environment and many staff remain with us for lengthy and progressive careers. We pride ourselves on developing individuals through a comprehensive Continuing Professional Development programme and we aim to create opportunities for all colleagues to follow a pathway into

leadership, if they wish. In a recent staff survey 100% of respondents said that Rosebery School is a good place to work and that the school is well led. As with all educational organisations, we have high expectations of those who are employed here and in return we provide a supportive and interesting atmosphere within which to work and a full range of staff benefits.

The responsibilities of our positions are significant, but our staff are well-supported. Our Leadership Team maintains an open-door policy and as a staff we seek to work collaboratively to share good practice and to offer mutual support.

Our coaching programme, for which we have been awarded the Gold Coachmark, exemplifies our approach to personal and professional development. All teaching staff follow a personalised professional learning programme which, as well as coaching, includes the opportunity to join #RoseberyReads, #RoseberyLeads, #RoseberyCollaborates and to attend our regular TeachMeets. Associate staff also have regular opportunities for collaborative working and training.

Working at Rosebery is challenging and stimulating and you will be joining us at a very exciting stage of our development where you will be able to **make a real difference** to the way we deliver education for our students.

You will find more information about us on our website [www.roseberyschool.co.uk](http://www.roseberyschool.co.uk). I very much hope that you will decide to apply and I look forward to meeting you. If you have any questions or would like to visit the team please contact Mrs Lesley Broome, HR Officer at [lbroomerosebery.surrey.sch.uk](mailto:lbroomerosebery.surrey.sch.uk).

Ms Ros Allen  
Headteacher

## Ten very good reasons to join the staff at Rosebery School

- 1. Our students are a joy to work with and achieve outstanding results at every key stage.** The school achieved a Progress 8 score of 0.61 and an L3VA figure of 0.01 in 2018, Ofsted stated in May 2017 that *'pupils achieve exceptionally strong outcomes in all year groups and in all subjects as a result of consistently inspirational teaching.'* Please do take a look at our latest school performance figures on our website.
- 2. We are a diverse and inclusive community** whose members treat each other with respect and kindness. Ofsted in May 2017 highlighted that *'pupils' behaviour and attitudes to learning are exemplary'* and that *'the warm and nurturing climate enables all pupils to feel safe and to flourish'.*
- 3. A personalised professional learning programme** is in place for every member of staff including coaching, mentoring, a research and development 'book club', Teachmeets, and leadership development projects. The award of the Gold Coachmark highlights the quality of the coaching programmes on offer to staff led by our coaching team, which over half the staff have opted to join. All NQTs join us at the end of June prior to their first term in teaching and we carefully plan induction for all staff.
- 4. Many staff members have been internally promoted.** As a large school we are able to offer additional responsibilities to colleagues every year, some with incentive allowances attached and some with time. As a result many staff have been internally promoted, including onto the Leadership Team. Every term a number of Middle Leaders are invited to join the Extended Leadership Team on a rotational basis to extend their experience. Our membership of the GLF Schools Trust has also served to provide significant opportunities for colleagues who support work in the other seven secondary schools as MAT subject leaders.
- 5. Close collaboration** with our feeder primaries, neighbouring secondaries and MAT partners ensures that there are many opportunities to work with colleagues in other schools, and to become involved in our school to school support programme.
- 6.** We are a member of the GLF Surrey SCITT, as well as being a partner in the GLF School and Coombe Girls' Schools Teaching Alliances and have been identified as a Beacon School for training by Roehampton University. Colleagues, therefore, have the **opportunity to lead training for trainees across the local area, or to benefit from the vast experience of our mentoring team** who support the large number of SCITT and PGCE trainees who come to Rosebery each term.
- 7. Children of staff are given priority in our admissions policy.** Children of staff who have been employed by our very over-subscribed school for two years or more are given priority in our Admissions Policy over those applications from 'nearest school'.
- 8. Our Leadership Team has an open door policy** and believes in the importance of getting into classrooms to support teaching and learning. Members of the leadership team are accessible to all staff and students. There are many opportunities for staff to influence the strategic direction of the school through the Staff Consultation Group and numerous working parties which address specific issues, including staff well-being and work-life balance.

- 9. We employ cover supervisors and dedicated administrative support staff** to ensure that teachers at Rosebery are able to use their non-contact time for planning, marking and feedback.
- 10. There are many extra-curricular opportunities** for colleagues and students. Our staff sports club on a Friday afternoon is very well attended in our Sports Hall, our well-equipped fitness suite and sometimes on our local golf course! Places are always offered to colleagues to join trips to Japan, the Alps, Spain, America, CERN and Germany and our staff inspire our youngsters to participate in a huge number of activities including clubs and fixtures in all sports, the Duke of Edinburgh Award, the National Citizen Service, the annual school production, Amnesty International, Maths Challenges, Rotary Young Chef of the Year, our space balloon project, Rag Week, our Summer School, House Challenges, International Day of Languages, Young Enterprise and many more.

## **An Introduction to the Design & Technology Department**

The subjects that make up Design and Technology are popular choices for Rosebery students. We are seeking an excellent technician to assist the teachers to support the large numbers of students to achieve high quality practical outcomes.

At KS3 we work on a rotating carousel in Year 7 to 8. KS4 options are taken in Year 9 and we currently offer GCSEs in Food Preparation & Nutrition, Product Design and DT Textiles. At KS5 we offer Art Textiles.

The Design and Technology team is made up of six members of staff, three members of teaching staff and three technicians who are both highly experienced and supportive. We are committed to professional development, learning from each other and sharing good practice. As such, we work together to create a positive learning environment and ensure a good learning experience for our students who work hard and want to do well.

Currently we follow the AQA specifications for both GCSE Food Preparation and Nutrition and GCSE Design and Technology following a Textiles specialism with scope to grow other areas. At GCSE we use the AQA illuminate digital textbook for Food Preparation and Nutrition and GCSE Hodder e book for Textiles. At A level we follow Edexcel Art and Design with a textile design focus and work closely with the Art Department.

## Food and Textiles Technician - Job Description

**Responsible to:** Head of Design Technology

**Hours:** 18 hours a week, 39 weeks of the year

**Salary:** GLF 3/4 £16,497 to £19,974 FTE (£7,032 to £8,514 pro rata)

<b>Location</b>	Rosebery School, Epsom, Surrey	<b>Travel required</b>	No
<b>Core purpose:</b>			
<ul style="list-style-type: none"> <li>To facilitate the successful provision of practical lessons in Food &amp; Nutrition and Textiles through the preparation of rooms and equipment. To support students' learning by providing 1-to-1 and small group support during practical lessons.</li> </ul>			
<b>Key Accountabilities</b>			
<b>Main duties</b>			
<ul style="list-style-type: none"> <li>Preparation of equipment/resources for practical lessons.</li> <li>Provide support to the department to ensure Health and Safety requirements are met and lessons can be carried out in a safe manner.</li> <li>Assist with in-class support in Food &amp; Nutrition and Textiles lessons working with individual students or small groups to demonstrate or supervise a technique.</li> <li>Maintain sufficient stock levels of department materials and resources for the Food &amp; Nutrition and Textiles areas, sourcing quotations for resources and in conjunction with the Head of Department place orders for stock.</li> <li>Maintain equipment and resources in both areas including sewing machines, fridges, microwaves, ovens, small equipment, material and tea towels.</li> <li>Maintain equipment by: <ul style="list-style-type: none"> <li>ensuring that equipment is in good working order;</li> <li>carrying out repairs to equipment where possible or arranging for repairs to be carried out;</li> <li>monitoring and advising on security of all equipment.</li> </ul> </li> <li>Create and maintain displays within the department and across the wider site.</li> <li>Assist with events such as Open Evening.</li> <li>Maintain an inventory of all technical equipment.</li> <li>Advise on the replacement of equipment.</li> </ul>			
<b>Other</b>			
<ul style="list-style-type: none"> <li>Participate in the discussion of whole school policies and to participate in the implementation of school policies and practices.</li> <li>Actively pursue professional development.</li> <li>Work collaboratively across departments with colleagues and students to ensure the school operates as effectively as possible to achieve its aims.</li> <li>Undertake reasonable additional tasks as required to support the needs of the school.</li> </ul>			

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff 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.*

## Person Specification - Food and Textiles Technician

	Qualifications	Essential	Desirable
Q1	Level 2 or above in English (eg GCSE At grade A* to C) or able to demonstrate equivalent level of ability	√	
Q2	Level 2 or above in office skills (word processing, spread sheets, databases) or able to demonstrate equivalent level of ability	√	
Q3	Level 2 or above in Numeracy or able to demonstrate equivalent level of ability		√
Q4	Level 2 Food Safety qualification (or preparedness to study for it at the earliest opportunity.	√	
Q5	First Aid Qualification		√
	<b>Experience</b>		
E1	Experience of working in food preparation environment	√	
E2	Experience of instructing and supporting in the preparation of food		√
E3	Experience in the use of sewing machines	√	
E4	Experience of operating software packages including Photoshop or Publisher to create display materials		√
E5	Experience of working in a school environment		√
E6	Experience of working in a team and supporting colleagues to meet workload demands and deadlines	√	
E7	Experience of assessing purchasing needs and ensuring value for money within procurement		√
E8	Experience of supervising groups of young people		√
	<b>Knowledge/Skills/Abilities</b>		
K1	Knowledge of nutrition and food		√
K2	Knowledge of current food safety legislation		√
K3	Skills in the production of textiles		√
K4	Proficient in IT software and use e.g. Microsoft Office	√	
K5	Ability to communicate effectively and clearly with a wide range of people	√	
K6	Ability to demonstrate practical tasks clearly	√	
K7	Ability to work without direction	√	
K8	Ability to create clear accurate visually stimulating materials for display purposes	√	
K9	Ability to prioritise and meet deadlines	√	
K10	Ability to work under pressure and maintain a sense of humour and perspective	√	
K12	Ability to work flexibly across teams to adapt to changing priorities	√	
K13	Ability to use initiative and be innovative in resolving issues	√	
K14	Ability and willingness to extend skill base to meet changing business needs	√	
	<b>Other</b>		
O1	Ability to prepare, advise on and provide hands-on support to students with all foods and ingredients, including meat, eggs, dairy and nuts.	√	
O2	To be able to demonstrate how a commitment to the following areas has been applied in the workplace : Personal development & training Equality & Diversity Safeguarding and promoting the welfare of students Personal responsibility for Health and Safety	√	



## **Making an application**

Please apply by the closing date which is 9.00am on Monday 18 March 2019. You can apply either through the vacancies page on our website, <http://www.roseberyschool.co.uk/rosebery-careers/>, or via the recruitment website where you saw this post advertised. In the event of difficulty, please email Lesley Broome, HR Officer, [lbroom@rosebery.surrey.sch.uk](mailto:lbroom@rosebery.surrey.sch.uk).

It is important that you explain clearly in your supporting statement why you are applying for the role and how you have been equipped for it by your experience and qualifications. If you have been shortlisted for interview we shall contact you soon after the closing date. Please ensure we have a daytime number or email address so that we can get in touch to make the necessary arrangements.

### **References**

When providing details of referees applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live.

The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form.

### **Interviews**

The interview process will include an interview and a skills test. Please note due to high numbers of interested candidates, applications will not be acknowledged and we will only contact candidates whose applications are shortlisted to attend interview. Applicants should be aware that we have a No Smoking Policy and therefore smoking is not allowed anywhere on the school site.

If you do not hear from us, then you may assume that your application has been unsuccessful on this occasion but we should like to thank you for your interest in working at Rosebery School.

### **Safeguarding**

Rosebery is fully committed to safeguarding. If you are invited for interview you will be required to provide original documentation to prove your identity (e.g. passport, driving licence, P60/45) and original exam qualification certificates. Successful applicants will be required to complete a disclosure form to enable an enhanced DBS check to be undertaken. Information from the DBS check will be held in strict confidence. You will also need to provide proof of your eligibility to work in the UK and complete a Medical Declaration.

### **Data Protection**

Should you be unsuccessful with your application the School will confidentially destroy your Application Form after six months of its submission. If you are successful in your application this information will be kept securely as part of your personal employment record.

### **Equality and Diversity**

Applications are welcome from all sectors of the community. No job applicant will be treated less favourably because of his or her sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation, or by any other condition or requirement that cannot be shown to be justified.