



APPOINTMENT OF A

DESIGN AND ENGINEERING
TEACHING ASSISTANT /
TECHNICIAN

8.35AM – 12.35PM – MONDAY TO FRIDAY
TERM TIME ONLY (PLUS TWO WEEKS)





HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for over 460 years.

We are a lively, friendly and caring School community, in which innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it. Hamptonians are expected to aspire to personal best while supporting those around them with kindness and respect.

The School's examination results and university entrance record consistently rank among the best achieved anywhere. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. Around 20 Hamptonians are offered places at Oxford and Cambridge annually and a significant number move on to global top 10 universities; we also support pupils who wish to study at universities in North America, some of whom secure academic and/or sporting scholarships.

Our alumni network is extremely strong and former pupils remain very committed indeed to their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life.

These include a state-of-the-art 3G sportsground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages and a superb Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

The School was judged to be excellent (the highest possible recognition) across all categories by the Independent Schools Inspectorate (ISI) in May 2023. Inspectors found that Hamptonians' achievements are exceptional across academic and co-curricular areas of School life and concluded that 'outstanding analytical and thinking skills' lead to academic achievements 'far and above national and worldwide averages'. The ISI team also highlighted Hamptonians' excellent personal development and concluded that 'Pupils are open-minded and tolerant and have a clear sense of justice, successfully fulfilling the school's aims for them to make sense of the world, to want to make a difference for good, and to aspire to personal best while supporting those around them with kindness and respect'. A copy of the full ISI report can be found on the School website and a summary booklet of the inspection team's key findings is linked [here](#).



DESIGN AND ENGINEERING TEACHING ASSISTANT / TECHNICIAN

Hampton is one of the country's foremost academically selective independent schools and this is an excellent opportunity to join a vibrant and successful department in a happy, high-achieving setting.

This is an excellent opportunity to join a vibrant and highly successful department in an outstanding school. The Design and Engineering Department at Hampton promotes innovation, resourcefulness and independent learning, encouraging each pupil to reach his full potential through individual design and make projects.

Responsible to the Head of Design Engineering, the Teaching Assistant/Technician is required to assist in the smooth running of Hampton's thriving Design and Engineering department.

Excellent communication, interpersonal and IT skills, combined with a willingness to learn and work as part of a team is essential. Workshop experience and a genuine interest and enjoyment of product design and all things technical is desirable.

Hampton's Design and Engineering pupils produce exceptional work, and in recent years, several Hamptonians have won highly prestigious Arkwright Scholarships, designed to nurture future leaders in Engineering and Design.

Hampton is one of the country's foremost independent schools and equity, diversity and inclusion are fundamental to our ethos and the School has a thriving partnerships programme.

The position is part-time and working hours will be 8.35am – 12.35pm during Hampton School term time plus two weeks.

The pro-rata salary for 20 hours per week, term time will be between circa £12,518 - £13,164 per annum (the full-time equivalent being between £27,990 - £29,435 per annum). Hampton also offers an attractive benefits package including free lunch, cycle to work scheme, fitness facilities and a Healthcare cash plan, subject to eligibility.

The role would be suitable for Product Design, Engineering or Stage/Theatre set construction graduates.

The School reserves the right to commence or complete the interview process at any time prior to the closing date so we encourage applications as soon as possible.



THE DEPARTMENT

The Design and Engineering Department at Hampton School is currently staffed by six full-time Teachers and a Technician. It is extremely innovative and well resourced, with the ability to work in a wide variety of materials to a high level. The department strives to deliver project that mix the modern with the more traditional methods of manufacturing.

The subject is taught across four multi-material workshops, and two computer suites, with a wide range of equipment and machinery, making this an extremely well-equipped facility. The CAM facilities include two laser cutters, two CNC routers, a CNC lathe, and six 3D printers. The Department has two material prep rooms in addition to the teaching spaces, for the prep and storage of wood and metal.

The aims of the department are:

- To promote the practical, investigative and creative skills required to understand and contribute to our technological world
- To encourage problem solving, decision making and independence through practical project work and design
- To prepare pupils for higher education in fields such as Engineering, Architecture and Design

Co-Curricular Activities

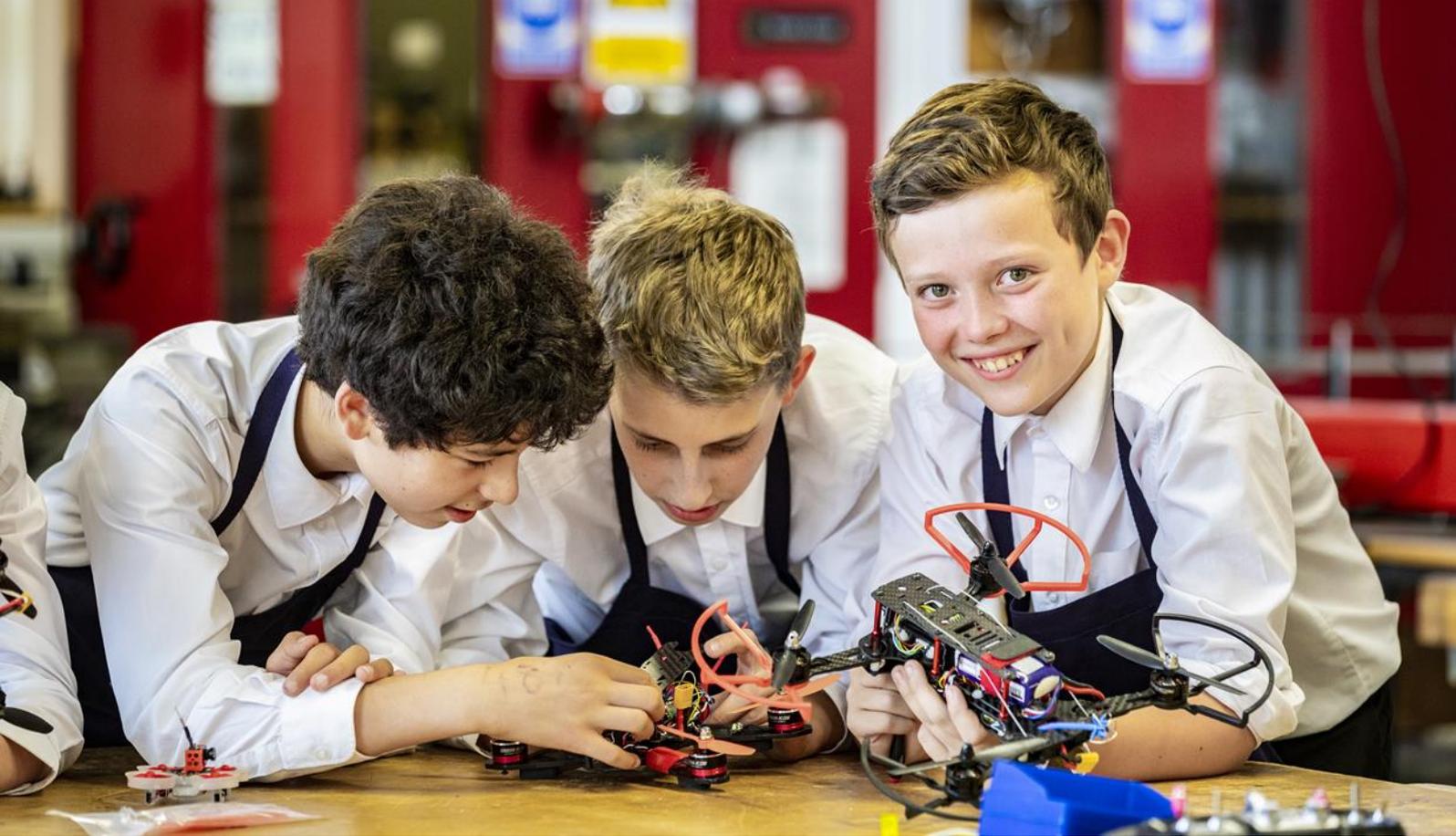
- Tech Club: Open to boys in the First to Third Year, this very popular club allows pupils to pursue their interest in Design and Engineering and hone their practical skills using our fully equipped workshops or CAD/CAM equipment. Recent projects have included solar powered lamps, pewter casting, e-textiles, and fidget cubes
- Scalextric club open for third year pupils to design scaled cars to compete in the Scalextric 4 schools competition
- Design Ventura: Open to boys in the Third Year where they enter this competition run by the Design Museum.



KEY RESPONSIBILITIES

Main Responsibilities

- Perform daily checks and basic maintenance on a range of workshop machinery, drills, saws, lathes etc.
- Log all checks and escalate any issues to the Head of Design Engineering
- Assist in the set up of workshops for practical activities and pack away at the end of lessons
- Work as a team with the other Technician to cut and prepare materials (machine training provided)
- Liaise with teachers about projects, specific pupil needs, and teachers' support requirements
- Monitor stock levels (materials, CoSHH) and restock as necessary
- Be available during timetabled practical lessons to assist Teaching Staff with supervision of practical lessons on request
- Responsible for the general security of the department, in conjunction with all departmental staff, including locking rooms and isolating power when not in use
- Keep the department clean and organised
- To attend in whole school and departmental INSET including keeping up to date with current procedures and best practice through continuing professional development
- Any other reasonable duties deemed necessary by the Head of Design Engineering.
- *Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a "flavour" of the position and responsibilities.*



PERSON SPECIFICATION

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience

Essential Criteria:

- A commitment to the paramount importance of Safeguarding and wellbeing of pupils
- The ability to work as part of a team
- A professional approach which inspires confidence in teachers, pupils and parents
- A customer focused approach and attention to detail are essential combined with a willingness to go the extra mile and a 'can do' approach
- Capable of working effectively and calmly under pressure with a flexible outlook that supports the rest of the team and wider needs of the school
- A smart appearance, friendly/polite demeanour and good communication skills
- Be flexible and adaptable in order to meet the ever-changing needs and priorities
- The ability and willingness to follow clear instructions and procedures and learn new skills
- A willingness to assist and deal confidently with staff requests
- Commitment to continuing professional development through attendance at INSET
- Commitment to the all-round ethos of the School, including its co-curricular activities and pastoral approach.

Desirable Criteria

- Knowledge of/familiarity with basic workshop tools and machinery (training provided)
- Basic knowledge of electronics and soldering (training provided)
- Some experience with 3D printing and laser cutting (training provided)
- Knowledge of Health and Safety working practices
- Awareness of Health & Safety regulations (CoSHH, BS4163 etc., training provided)
- Good Administration and IT skills (MS Office)
- Mental and physical capability and level of fitness to undertake repetitive heavy lifting and moving within the Health and Safety guidelines of the school.



HOURS & HOLIDAY

This is a permanent part-time position and working hours will be 8.35am – 12.35pm during Hampton School term time plus two weeks. Being able to work in a team and enthusiasm are essential and ICT skills would be an asset. Working hours may be subject to change dependant on year-on-year timetabling changes.

The remuneration package includes pay for holidays which are to be taken during School holiday periods. No holiday may be taken during term time and staff are required to be at School on Open Days.

TRAINING

- Where necessary, to attend INSET training or undergo other on the job training under the general direction of the Head of Department or training outside the school to increase competence, proficiency and safety awareness
- Training will be provided in a controlled manner and will predominately involve shadowing. The school expects the successful candidate to demonstrate commitment to supporting the department and their professional development. Structured commitment will aid greater development.

SALARY & BENEFITS

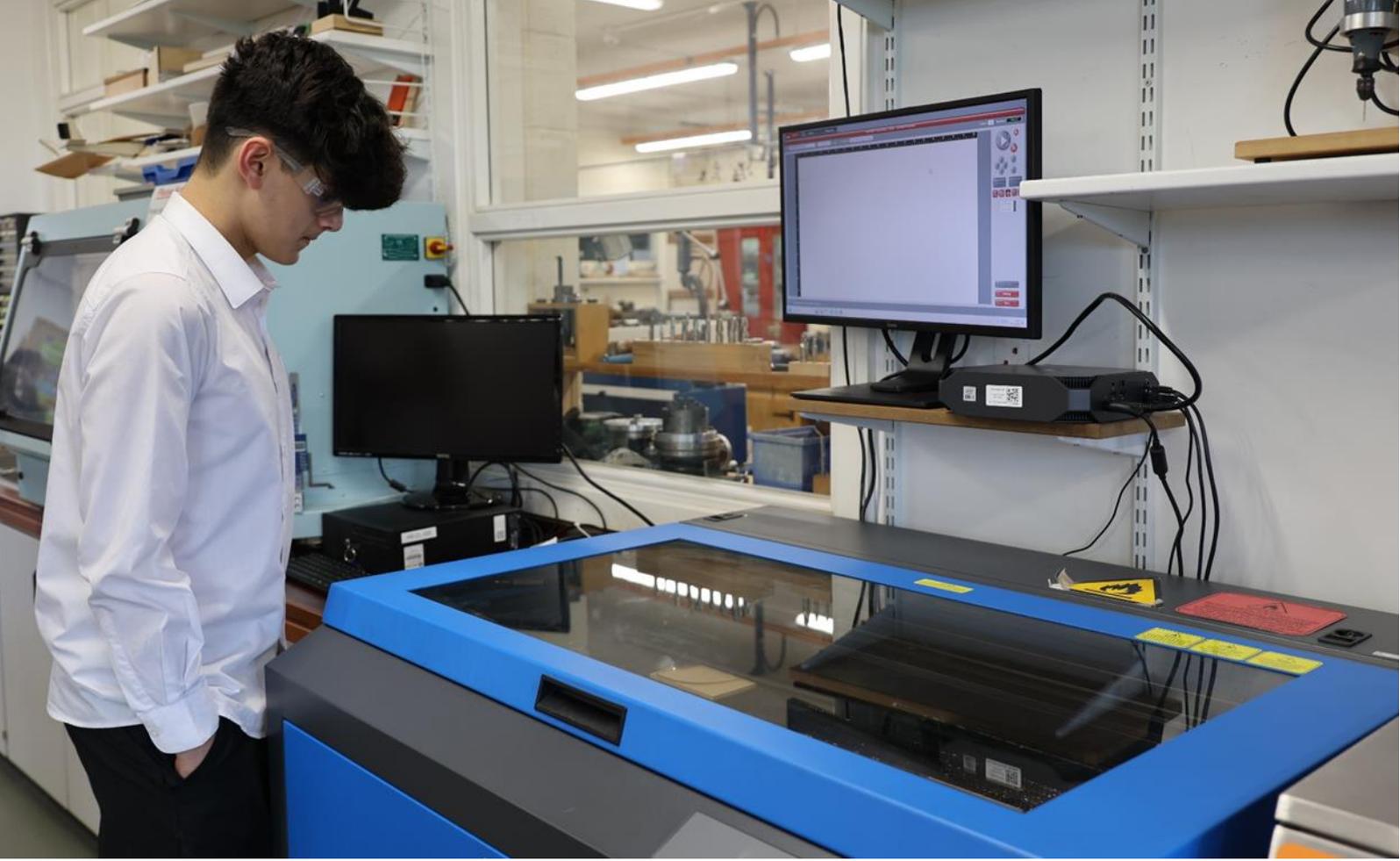
The salary will be based on the Hampton School Scale for Support Staff. The pro-rata salary for 20 hours per week, term time will be between circa £12,518 - £13,164 per annum (the full-time equivalent being between £27,990 - £29,435 per annum). The salary will be commensurate with years' of experience and qualifications.

The Hampton School Trust Governors currently offer the following non-contractual benefits to members of the Common Room, subject to any terms and conditions and the School's eligibility requirements: death-in-service benefit insurance policy; a Medicash healthcare cash plan; enrolment in appropriate Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

Please note that the above list is not exhaustive and non-contractual benefits are provided at the discretion of the Governors. And may be withdrawn or changed at any time.

OTHER

- To act as Fire Marshal and First Aider as required. Training will be provided
- Any other reasonable tasks required by the Bursar and/or The Headmaster in association with the above role.



EQUAL OPPORTUNITIES

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to The Headmaster.

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Further details of the School are available on the website.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.



For an informal discussion about the role and requirements, please
contact Human Resources via

recruitment@hamptonschool.org.uk or

call **020 8979 5526**.

Hampton School, Hanworth Road, Hampton, Middlesex, TW12 3HD

www.hamptonschool.org.uk