



**North East  
Learning Trust**

**DT Technician**  
**Rye Hills Academy**  
Applicant information pack

# Design & Technology Technician

**Required for September 2022**

**Grade 3, SCP 7- SCP11**

**£20,444 - £22,129 (FTE) per annum**

**Actual salary £18,038 - £19,525 per annum**

**37 hours per week**

**Term Time plus 5 additional days**

Rye Hills Academy is a part of North East Learning Trust and is seeking to appoint a highly motivated DT Technician to join our dedicated team.

You will be working in a vibrant department, preparing resources and assisting with practical lessons and demonstrations to facilitate the learning of students in Key Stage 3 and Key Stage 4. You will also support with the day-to-day administration, compiling orders and liaising with suppliers and the finance team sourcing and costing alternatives to maintain stock levels

Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence, an active and well-rounded citizen with deep integrity and one who respects others and contributes positively to society.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

## **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

## **We can offer:**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

## **The successful candidate will:**

- Have working knowledge of a range of procedures for preparation and maintenance of materials and equipment
- Have working knowledge of appropriate use of specialist equipment and any specialist training to ensure compliance with regulations
- Working knowledge of food hygiene
- Have excellent interpersonal skills with the ability to communicate well with students, parents and colleagues.

## **Deadline: Monday 13<sup>th</sup> June 2022**

Shortlisting will take place Tuesday 14<sup>th</sup> June with interviews taking place on Tuesday 21<sup>st</sup> June 2022



### How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [claire.thornton@ryehillsacademy.co.uk](mailto:claire.thornton@ryehillsacademy.co.uk) or by post to Claire Thornton, Rye Hills Academy, Redcar Lane, Redcar, TS10 2HN. Please do not submit a CV unless it is to compliment your application form.



## Job description

<b>Post title:</b>	Design & Technology Technician
<b>Responsible to:</b>	Head of Department
<b>Responsible for:</b>	Provide Technical & Administration support to the department
<b>Salary Band:</b>	Grade 3 SCP7-SCP11

### Job purpose:

To work with teachers as part of a professional team to support learning by providing technical assistance and curriculum support through working with pupils in the delivery / demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.

### Duties and responsibilities:

- Support staff in Technology and Art lessons and in all aspects of their work.
- To ensure the maintenance of safe working environments within the Technology and Art classrooms.
- To prepare practical materials and support the department in maintaining displays.
- To set up necessary equipment in teaching rooms and prepare resources as required
- To assist in the monitoring of stock and ordering of materials in consultation with the Head of Technology and the Head of Art.
- To support the Head of Technology and the Head of Art with the day-to-day administration in order to facilitate the smooth running of the department.
- To work with groups and individual students as required to facilitate the learning of students in Key Stage 3 and Key Stage 4.
- To support the planning and delivery of extra-curricular activities in the department.

### General

- To participate in the department and whole school CPD as required
- To have a flexible approach to work
- To work well as a team and the wider school community

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

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### **Health and Safety:**

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

### **Safeguarding**

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>Numeracy and literacy at NVQ level 2 or above</li> <li>First Aid certificate (or willing to work towards)</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Working knowledge of a range of procedures for preparation and maintenance of materials and equipment</li> <li>Working knowledge of appropriate use of specialist equipment and any specialist training to ensure compliance with regulations</li> <li>Knowledge of food hygiene</li> </ul>	<ul style="list-style-type: none"> <li>Experience of support secondary age children in/out of the classroom</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>Ability to use learning technologies</li> <li>Excellent written skills</li> <li>Excellent interpersonal skills</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>Ability to work within a team as well as independently</li> <li>Flexible approach to work</li> </ul>	

### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

**Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.