



**North East
Learning Trust**

DT/Art Technician
Rye Hills Academy
Applicant information pack

DT/Art Technician

Grade 3, SCP 7- SCP 11

£20,444 – £22,129 (FTE) per annum

37 hours per week

Flexibility in terms of working weeks from whole time to term time

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.

At Rye Hills, we are in the privileged position of helping to shape young lives, a responsibility we take very seriously with all staff committed to ensuring that students are able to engage in quality teaching and learning experiences within a happy, safe and caring environment.

The successful DT/Art Technician will be working in a vibrant department, preparing resources and assisting the department staff during practical lessons and demonstrations

We are entering a new and exciting time for the school where you will have the opportunity to contribute to our vision, that is every child experiences excellence every day.

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.

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

We can offer: (Optional for support staff)

- National Terms and Conditions of Employment (NJC Green Book).
- Local Government Pension Scheme.
- An opportunity to negotiate the number of working weeks in the year.
- 31 days annual leave (whole year employees) in addition to public holidays.
- Free car parking.
- Employee Assistance Programme offering free confidential advice and counselling service 24hrs, 7 days a week, 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 26th September 2022

Interviews will take place on Monday 3rd October 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 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

Post title:	DT/Art Technician
Responsible to:	Head of Department
Responsible for:	Supporting work in DT, Technology and Art departments
Salary Band:	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:

- To plan, prepare and set up specific resources/materials/equipment for lessons,
- To assist the teacher with learning activities ensuring health and safety and the good behaviour of pupil.
- To work with groups and individual students as required to facilitate the learning of students in Key Stage 3 and Key Stage 4.
- To develop, prepare and maintain specialist resources, using specialist machinery and equipment as required
- To ensure the safe and secure storage of allocated resources/materials/equipment to prevent unauthorised access / misuse
- To clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order
- To contribute to planning and development of systems, policies and procedures for their technical area
- To ensure the safe treatment and disposal of used materials
- To support the Head of Departments with the day-to-day administration relating to equipment and the inventory and ordering of materials and contribute to the smooth running of the department.
- To order and maintain resources within an agreed budget
- To demonstrate the use of equipment to technical and other staff to ensure compliance and regulations are followed correctly.

General

- Participate in the department and whole school CPD as required, including further training with regards to use of specialist equipment.
- To make a positive contribution to the community of the school and work well in the wider school community.
- To have a flexible approach to work.

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.

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

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.