

National Teaching School

designated by



National College for
Teaching & Leadership

Station Road
Broughton Astley
Leicestershire LE9 6PT
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www.thomasestley.org.uk
Principal: Mandi Collins

June 2019

Dear Applicant

ADT Technician

Thank you for your interest in this post. The main duties of this role include working as part of the Art, Design and Technology Department, preparing equipment and materials for lessons and managing the stock control of materials and equipment. To carry out equipment safety checks. You will also monitor/maintain safe working conditions in workshops and teaching rooms, including safe storage of materials and prepare materials in a safe and accurate manner.

The ideal candidate will have some experience of working within a similar role, be able to use and maintain tools and machine tools (Band saw/circular saw etc), and be able to multi-task in a complex and demanding environment. You will also be creative and practical by nature, willing, and able to demonstrate initiative, have good communication skills and a dynamic, enthusiastic and harmonious approach.

Art, Design and Technology at the College

The Art, Design and Technology Department at Thomas Estley is a creative, professional, hardworking and supportive department. We currently offer an exciting, dynamic and high quality curriculum across 5 specialist areas; Resistant Materials, Textiles, graphics, Food and Nutrition and Art. We have a well-resourced department that includes a laser cutter and 2 3D printers.

All students study 4 lessons of Design and Technology at KS3, and three at KS4. At KS3, Year 7 and 8 students study all areas of Art, Design and Technology and Food and Year 9 choose options within the subject. We currently offer Resistant Materials, Textiles, Food and Nutrition and Fine Art at KS4, all of which are popular choices for our students. The department also runs a Year 8 STEM module during the year. The department offers a range of extra curricular opportunities, ranging from lunch clubs to a very popular Arts Award programme.

The successful candidate will be able to work alongside another very experienced Technician in a challenging and rewarding role. They will be a valued member of the department, bringing their own strengths to the job and inspire and enrich the lives of the students at Thomas Estley. There will be training available if needed and flexibility in the hours available, for the right candidate.

You will find within this information pack the full Job Description for the post and Personnel Specification; please ensure that you read these as they will be used within the shortlisting process.

Thomas Estley Community College is a thriving, well-established Leicestershire 11-16 Community College, with around 900 students on roll. It is also the lead National Teaching School in the Thomas Estley Learning Alliance (over forty primary and secondary schools) as well as a lead school for School Direct teacher training placements across Leicestershire. The college is a leading member of many local networks with a high local profile. The College is very strongly committed in principle and practice to its role as a Community College and to inclusion for all, including adult learning, before and after school clubs and an onsite preschool, as well as an onsite base for students from a local special school. We are proud to have received many awards for excellent practice, we regularly welcome local, national and international visitors, and our practice in leading training, from School Direct PGCE to middle and senior leadership level, is well embedded.

This position will require a high level of communication skills and the ability to prioritise effectively, as well as a passion for working with young people to help them enjoy learning and achieve their goals. The successful candidate can expect an interesting, supportive and lively environment in which to work and contribute within a supportive team ethos.

The closing date for applications is Friday 5th July 2019

I look forward to receiving your application.

Yours faithfully

Mrs
Vice Principal

Success Academy Trust

Registered in England

Company No: 8135389

Registered Office: As above

VAT Registration No: 153 2274 31

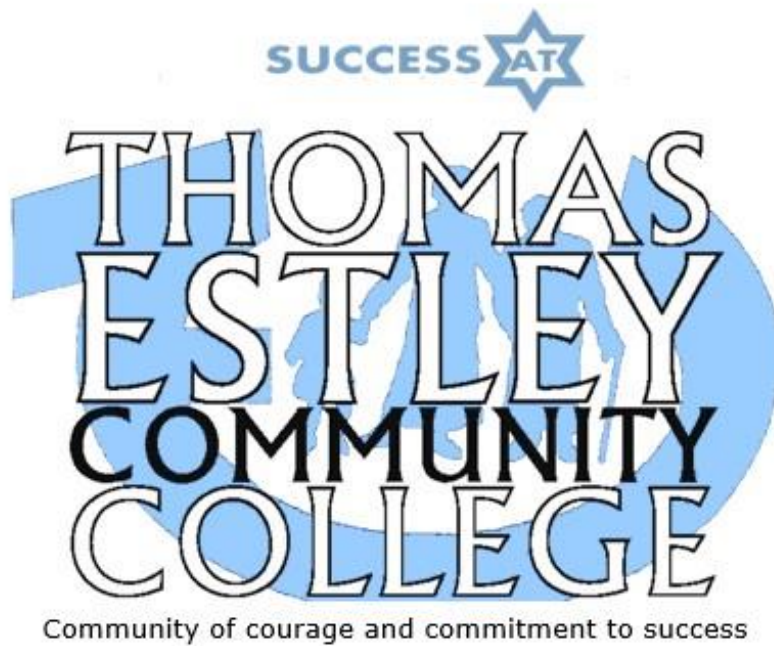
Vice-Principals: C. Cornelius, R. Fegan

Assistant Principals: M. Young, J. Hartley

College Manager: A.M. Willett

THE DIANA AWARD





Application Pack

Station Road, Broughton Astley,
Leicestershire, LE9 6PT

Telephone: 01455 283263

THOMAS ESTLEY COMMUNITY COLLEGE

SUPPORT TEAM JOB DESCRIPTION

<u>Job Title:</u>	ADT TECHNICIAN
<u>Grade:</u>	JE GRADE 5 - £18,426 - £18,795 (Pro rata £7,961 - £8,121 at 43.21% FTE)
<u>Working Hours:</u>	21 hours per week, Term Time Only 10 additional hours to be worked during the holidays Monday 8.00am – 3.30pm = 6.5hours(less 1/2hr lunch) Tuesday 8.00am – 3.30pm = 6.5hours(less 1/2hr lunch) Wednesday 8.00am - 3.30pm = 6hours(less 1/2hr lunch) With an additional 10 hours to be worked during school holidays per year (as directed by the Curriculum Leader – ADT).
<u>Responsible to:</u>	ADT Curriculum Leader
<u>Functional Relationships:</u>	Curriculum Leader - ADT (for daily tasks) other teaching and support staff College Manager, College Principal, Vice Principals, Premises Officers, College members, pupils Parents, local community.
<u>Job Purpose:</u>	A contribution to the provision of a comprehensive and seamless support service to the College which improves pupil outcomes and learning.

DUTIES AND RESPONSIBILITIES

You will be responsible for the safe and effective running of Art, Design and Technology (including Food) under the guidance of the Head of Art, Design and Technology.

MAIN DUTIES

- To work as part of the Art, Design and Technology Department.
- To prepare equipment and materials for lessons
- To manage the stock control of materials and equipment
- To source/research new equipment and materials
- To maintain an inventory of equipment found within the department
- To maintain/make basic equipment as required
- To prepare photocopies as required
- To prepare examples for lessons as required
- To make display boards for the department to create work displays
- To file resources as directed
- To order equipment as required
- To order books as required
- To recycle and pug clay as required
- To be prepared to receive training as part of ongoing professional development
- To assist in the upkeep of teaching areas including storerooms.
- To support the work of teachers in classes and workshop sessions
- To work with individual students and supporting them on projects, under overall supervision of teaching staff

- To demonstrate techniques and methods for lessons
- To undertake general administration duties
- To work safely at all times (guidance from Risk Assessments/COSH)
- To carry out equipment safety checks.
- To monitor/maintain safe working conditions in workshops and teaching rooms, including safe storage of materials
- To prepare materials in a safe and accurate manner
- To undertake any other reasonable tasks as requested

GENERAL

Undertake duties elsewhere within the Support Team as required

Such other duties as required commensurate with the grade of the post

This job description sets out the duties of the post at the time when it was drawn up,. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

It is vital to the ethos of the Support Team that the post holder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the Team and treats co-operation and support for colleagues as a top priority.

SPECIAL INSTRUCTIONS

To ensure a safe working environment in accordance with Health and Safety Regulations

To attend fire drills and staff meetings as required

To attend training events as required

To respect the confidential nature of personal information

COMMUNICATIONS

In consultation and partnership with the College Manager and Resources Co-ordinator, and other members of the Support Team, support and sustain effective communications throughout the College.

TRAINING AND DEVELOPMENT

Participation in, contribution to and evaluation of training and development opportunities including those arising from annual staff review.

THOMAS ESTLEY COMMUNITY COLLEGE

PERSONNEL SPECIFICATION

Job Title: DESIGN TECHNICIAN

Scale: Grade 5

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND EXPERIENCE	<p>The ability to use ICT and learn new ICT processes</p> <p>The ability to use and maintain tools and machine tools (Band saw/circular saw etc)</p> <p>An ability to relate well with both children and adults.</p> <p>Experience of multi-tasking in a complex and demanding environment.</p>	<p>Technician support or general experience in a similar setting/ or with similar equipment.</p> <p>Health & Safety qualification for practical work</p> <p>Food Hygiene certificate.</p> <p>First Aid qualification.</p> <p>Experience of CAD/CAM</p> <p>Experience of working with young people</p>
SKILLS/KNOWLEDGE	<p>Creative and practical by nature, willing, and able to demonstrate initiative</p> <p>Good organisational skills</p> <p>Good interpersonal and communication skills</p> <p>Ability to work as a team member with a dynamic, enthusiastic and harmonious approach.</p> <p>Ability to respond flexibly to changing demands.</p>	<p>Knowledge of recent changes in the KS4 curriculum within the department.</p>
OTHER ATTRIBUTES	<p>Willingness to undergo training and be committed to continuous professional development.</p> <p>An empathy with young people Must be able to work without supervision.</p> <p>Enthusiasm for the job and a positive attitude to solving problems together Must be eligible to work in the UK</p>	<p>Good previous employment/school record including punctuality and attendance</p> <p>Possession of a full clean driving licence.</p> <p>An appropriate understanding of Child Protection and school behaviour policies in relation to the post.</p>

Leicestershire County Council is seeking to promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable candidate with a disability.