

## National Teaching School

designated by



National College for  
Teaching & Leadership

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**Broughton Astley**  
**Leicestershire LE9 6PT**  
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[www.thomasestley.org.uk](http://www.thomasestley.org.uk)  
Principal: Mandi Collins

June 2021

Dear Applicant

### **ADT Technician**

Thank you for your interest in this post. The ideal candidate will be able to multi-task in a complex and busy Art, Design and Technology Department. They 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.

The main duties of this role include working as part of the Department, preparing equipment and materials for lessons and managing the stock control of materials and equipment, to carry out equipment safety checks and to 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 successful candidate 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 the possibility for flexibility in the hours available, for the right candidate.

### **Art, Design and Technology at the College**

The Art, Design and Technology Department at Thomas Estley is a creative, hardworking and supportive department. We currently offer an exciting, dynamic and high-quality curriculum across 4 specialist areas; Resistant Materials, Textiles, 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.

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 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 host visitors on good practice visits, 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 Thursday 1<sup>st</sup> July 2021 at 12.00noon

I look forward to receiving your application.

Yours faithfully

Mrs M Collins  
Principal

**Success Academy Trust**

Registered in England

Company No: 8135389

Registered Office: As above

VAT Registration No: 153 2274 31

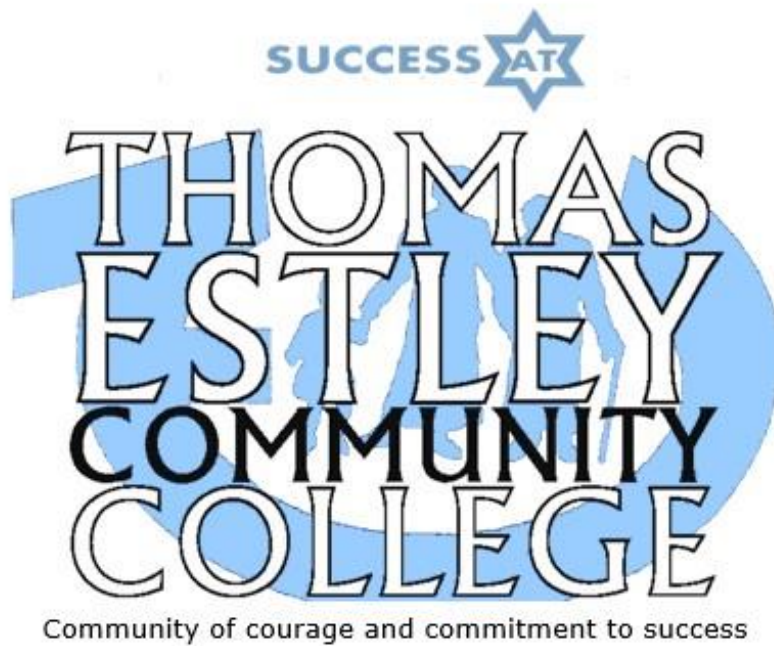
Vice-Principals: C. Cornelius, M. Young

Assistant Principals: J. Hartley, E Timmins

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

**Job Title:** ADT TECHNICIAN

**Grade:** JE GRADE 5 - £18,933 - £19,314  
(Pro rata £7510 - £7661 @39.67% FTE)

**Working Hours:** An average of 17.5 hours per week, Term Time Only

Monday 8.00am – 3.30pm = 7.5 hours (less 1/2hr lunch)  
Tuesday 8.00am – 3.30pm = 7.5 hours (less 1/2hr lunch)  
Alternate Wednesdays 8.00am - 3.30pm = 7.5 hours (less 1/2hr lunch)

With an additional 7.5 hours to be worked during school holidays per year (as directed by the Curriculum Leader – ADT).

**As this is a JOB SHARE there could be some flexibility around the above working pattern for the right candidate.**

**Responsible to:** ADT Curriculum Leader

**Functional Relationships:** 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.

**Job Purpose:** 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 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>An ability to relate well with both children and adults.</p> <p>Experience of multi-tasking in a complex and busy environment.</p>	<p>Technician support or general experience in a similar setting/ or with similar equipment.</p> <p>Health &amp; Safety qualification for practical work</p> <p>The ability to use and maintain tools and machine tools (Band saw/circular saw etc)</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> <p>Knowledge of recent changes in the KS4 curriculum within the department.</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 and with resilience to changing demands.</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>
OTHER ATTRIBUTES	<p>Willingness to undergo training and be committed to continuous professional development.</p> <p>An empathy with young people.</p> <p>Must be able to work without supervision.</p> <p>Enthusiasm for the job and a positive attitude to solving problems together</p> <p>Must be eligible to work in the UK</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.