

Sir John Thursby Community College



Candidate Information Pack

Design & Technology Technician

Welcome from the Headteacher

Dear applicant,

Thank you for your interest in the post of Design & Technology Technician at Sir John Thursby Community College, full details of the position are included in this pack.

I am delighted to welcome you to our thriving and popular school. We are incredibly proud of our students, community, staff and curriculum and we are excited by this appointment. As the new Head I am looking to further strengthen our already well established and effective team who secured an extremely positive inspection in April 2023.

Our school is characterised by the way we treat our people. We believe that all members of our school community should be known, valued and loved and we expect all to share this commitment. We are committed to development of our staff, high standards and ambition for our students alongside respect and kindness for all in our SJT family. We are looking for someone who is able to live out these values.

We are proud of the investment we make into the quality of teaching and we work hard to ensure that all teachers have access to high quality professional development. We are a research driven school and we use the EEF implementation model to drive our school improvement. Our current implementation plans are around Assessment, Mixed Attainment Teaching and Literacy. As the new Headteacher, I am keen to further these with some work around Ambition and also look at our strategic vision to ensure we are a beacon for excellence.

At SJT we value our staff and have worked hard enable all staff to have a good work/life balance in a supportive working environment. To enable this we give all our staff at least 20% non-contact time. We have made significant reductions to marking expectations and have made substantial reductions to the number of after school meetings for staff. In our last staff survey over 97% of staff were both happy working at SJT and proud to be part of the team here. We are committed to supporting work life balance as we recognise that teaching can be a challenging job. Whilst this post is advertised as full time, we would welcome discussions about flexibility and would be keen to make achievable adjustments for the right candidate.

We encourage visits to our thriving school at your convenience and I would be delighted to welcome you and show you around. Please contact Susan Rigg (s.rigg@sirjohnthursby.lancs.sch.uk) to arrange a convenient appointment.

I am excited about the scope of this post. If you like what you have read, and you feel you align with our values, we look forward to hearing about what you can bring to SJT on our journey to excellence.

Matt Renshaw

Matt Renshaw

Headteacher

Sir John Thursby Community College
Eastern Avenue, Burnley BB10 2AT
Tel: 01282 682313
Email: recruitment@sirjohnthursby.lancs.sch.uk
Website: www.sirjohnthursby.lancs.sch.uk
Headteacher: Mr M Renshaw



Design & Technology Technician
19.5 hours per week – flexible hours / Term time only + 1 week
Grade 4 Pt 4-6 Actual Salary: £11,161 - £11,517 pa
To start: ASAP

We are characterised by how we treat our people

“Pupils enjoy attending this thriving and popular school. They feel a strong sense of belonging to the school community. Pupils achieve well and almost all successfully move on to apprenticeships, A levels or other forms of education, employment or training. Staff have high expectations of behaviour and know pupils very well.” Ofsted April 2023.

We wish to appoint a highly organised, flexible and enthusiastic person with good administrative skills to assist a forward-thinking department.

It is an exciting opportunity for the right candidate to contribute to our work and benefit from an excellent environment, where all staff are encouraged to progress their careers with us. Our state-of-the-art building ensures that our students and staff have the best learning environment in which to achieve. SJT is a very positive community, with our recent staff survey showing that over 95% of our staff enjoy coming to work and are proud to be part of our school. At SJT we view the professional development of all staff as a priority, and you will be joining a successful and committed team.

The Design & Technology faculty offers students the experience of Food, Textiles, Product Design, CAD CAM and Graphics. Working within the Product Design area, candidates will require confidence in using and maintaining a range of specialism tools and equipment. A knowledge of CAD software (Techsoft) would be an advantage, but training can be given. The successful candidate will also have:

Essential Qualities:

- Strong organisational skills with an ability to prioritise workload within a busy practical department.
- Follow Policies and Procedures to ensure safety and compliance within the faculty.
- Have experience with using a range of machinery. Be able to maintain and operate a range of school specific - industrial machinery (that include Pillar drills, Circular saw and Belt sanders) and be competent in the use of hand tools.
- Be able to prep and prepare materials for the workshop.
- Have a flexible approach to enable the faculty to ensure that all students achieve.

Desirable Qualities:

- Have a good level of ICT knowledge including Windows software; ideally have knowledge of specialist programmes inc. 2D (Techsoft) design and lasercutting.
- Have the ability to order and budget for material resources.

The Design & Technology faculty consists of diverse and multi-skilled staff, who work well together. A good sense of humour would be an advantage.

The successful candidate will fully embrace our ethos of 'Belong, Believe Achieve' whilst bringing fresh ideas that will build on current strengths and achievements.

Further details and application form are available from the college website or as detailed below.

For an application pack please:

- download from the college website: www.sirjohnthursby.lancs.sch.uk
- or email recruitment@sirjohnthursby.lancs.sch.uk
- or telephone 01282 682313

Send your completed Application form (only the version attached) stating which post you wish to apply for to: recruitment@sirjohnthursby.lancs.sch.uk

Closing date: 9am Thursday 9th January 2025
Shortlisting: Friday 10th January 2025
Interviews: Week commencing 20th January 2025

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out a part of our due diligence on shortlisted candidates.

Lancashire County Council

Post title: Design & Technology Technician (Technician 2)					
Directorate: CYP			Location:	Schools	
Establishment or team:		Sir John Thursby Community College		Post number:	
Grade:	Grade 4	Staff responsibility:	No	Essential Car user:	N/A
Purpose of the role (job statement)					
With limited instruction or guidance, assist teachers, other technicians or support staff in the preparation and maintenance of teaching resources and equipment for pupils in a particular subject area.					
Accountabilities/Responsibilities – appropriate for this post:					
Key duties:					
<ol style="list-style-type: none"> 1. Prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teacher or other technician. 2. Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse. 3. Clean and undertake routine maintenance of equipment as needed to ensure it is clean and in good working order. 4. Update records, including production of reports and analysis of information. 					
Individuals in this role may also:					
<ol style="list-style-type: none"> 1. Ensure the adherence to health and safety regulations by technical support staff within the school. 2. Provide clerical and administrative support to the classroom teacher as directed. 3. Order resources as instructed. 4. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards. 					
Additional supporting information – specific to this post					
<ol style="list-style-type: none"> 1. Postholders may have some specialist knowledge or experience in a technical area. 2. Order material resources on a regular basis within budget parameters. 3. Understand and adhere to the guidelines as specified by COSHH. 4. Adapt and apply risk assessments to maintain a safe working environment. 5. Be competent in using and maintaining large scale machinery, these will include the Circular Saw, Pillar drills, Belt sander and Band saw. 					
Prepared by:	L Frances			Date:	December 2024

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance.

Grade Profile: Person Specification

Technician 2 (Grade 4)

<p>Level Four Purpose</p> <p>To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.</p>
<p>Scope of Work</p> <p>Role holders will undertake a range of standardised procedures and use associated tools and equipment. Personal initiative will be required within the confines of the role.</p>
<p>Accountabilities/Responsibilities</p> <p>Role holders may be required to:</p> <ul style="list-style-type: none"> ▪ Plan and organise straightforward tasks; ▪ Exchange varied information with members of the public; ▪ Careful use of very expensive equipment; ▪ Handle and process considerable amounts of information; ▪ Instruct, and check the work of others; ▪ Provide general information, advice and guidance on established internal procedures; ▪ Follow Policies and Procedures to ensure safety and compliance within the department.
<p>Skills, knowledge and experience</p> <ul style="list-style-type: none"> ▪ Previous relevant experience or the ability to demonstrate the competence to carry out the job role. ▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable. ▪ Good ICT skills with experience of software package applications. <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p>
<p>Performance Measures</p> <ul style="list-style-type: none"> ▪ Completion of tasks to required standards and deadlines.

SIR JOHN THURSBY COMMUNITY COLLEGE STRATEGIC VISION AND VALUES 2022-2025

Being a truly great school through..

OUR CORE PURPOSE

- To be a community-centred school, where all students achieve the academic & creative success needed for further study and employment
- To support social mobility and to make a positive difference in the lives of our students and their families
- To enable our young people to become confident, resilient, informed, adaptable and caring members of society

MEASURING IMPACT

- Our students' outcomes place our school in the top 10% of similar schools
- Our teachers consistently deliver our curriculum effectively
- Our attendance will be at least 97%



OUR VALUES

- We are ambitious for our students
- We value and invest in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are known, valued and loved
- We are inclusive & support diversity
- Our families play a key role in supporting our students to be successful
- A great education includes learning & experiences beyond the classroom
- All of us at SJT have the capacity to improve what we do

OUR STRATEGIC PRIORITIES

1. To deliver a well-structured, knowledge-rich curriculum that enables our students to be successful in their next stages in learning and development
2. To ensure that all our students have the literacy skills needed to access the curriculum effectively
3. To ensure that our teaching is engaging and is responsive to the needs of all students
4. To ensure that the assessment of our students is accurate and enables gaps in learning to be addressed
5. To ensure that all our learners are 'Ready, Respectful and Safe'
6. To stop doing anything that prevents us from delivering great lessons and that creates unnecessary workload
7. To support the emotional well-being of our school community
8. To ensure that Leadership at all levels is highly effective



BELONG BELIEVE ACHIEVE

Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: www.sirjohnthursby.lancs.sch.uk

Completed application forms should be returned by the closing date to recruitment@sirjohnthursby.lancs.sch.uk

CVs will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work - [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link
- [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



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