

Technician

Full time, Permanent

Candidate Information Pack



Small enough to care, big enough to deliver a positive impact

July 2019

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join Seaton Valley Federation as a **Technician** within the Arts and Technology Faculty, across Astley Community High School and Whytrig Middle School. As one of a small team of Technicians, you will primarily provide support in Food lessons. This candidate information pack will tell you much more about our schools and the role.

Astley Community High School and Whytrig Middle School, which are co-located in Elsdon Avenue in Seaton Delaval, form the Seaton Valley Federation of Schools together with Seaton Sluice Middle School. The three schools share a single governing body.

We are about to embark on an exciting new chapter. Northumberland County Council has recently announced plans for a multi-million pound investment to create a brand new building for our schools, providing much improved facilities for our students.

Our staff are very focused on ensuring students achieve their best without losing sight of those individual needs. We are always keen to learn from other professionals and have developed an excellent relationship with other schools across the north-east to ensure our staff have access to a strong Continuous Professional Development programme. Building up the skills and capacity of support staff is also a key priority

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact Ben Watson, Business Manager on **0191 2371505** ext 205.



John Barnes
Executive Headteacher – Seaton Valley Federation of Schools

Our ethos and values

We have three main themes to our ethos:

- 1. To be a school that knows each child really well both academically and pastorally as a complete young person.**
- 2. Everyone within the school is treated with respect and we expect that respect to be mutual.**
- 3. We expect and strive for everyone associated with the school to be as good as they possibly can in all areas of school life. We do not accept not trying and we are never ashamed of doing well and being proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

About our schools

School	Age range	Total number of pupils	Number in sixth form
Astley Community High School	13-18	532	166
Seaton Sluice Middle School	9-13	326	N/A
Whytrig Middle School	9-13	229	N/A

About our performance

School	Overall effectiveness	Last Ofsted inspection
Astley Community High School	Good	January 2016
Whytrig Middle School	Requires Improvement	June 2018
Seaton Sluice Middle School	Good	February 2018

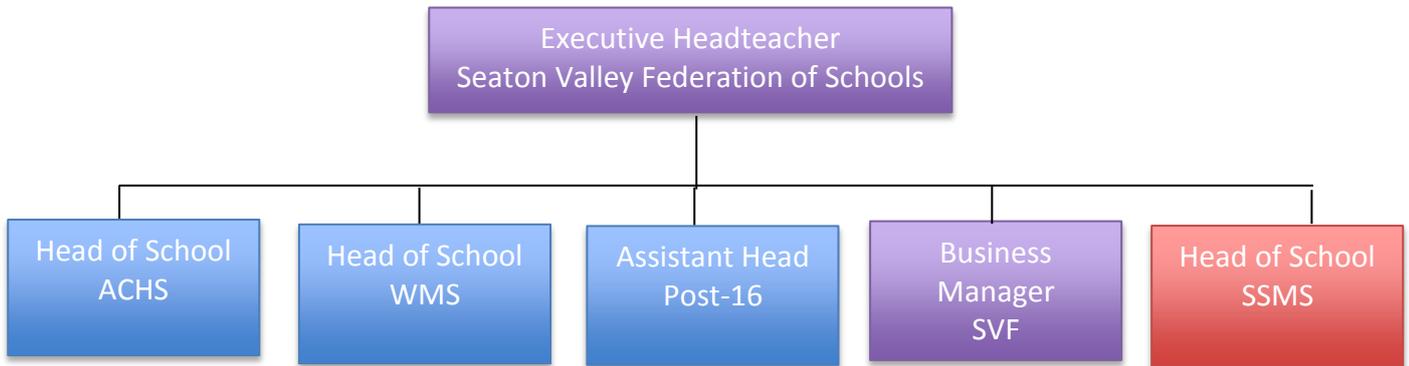
Latest Ofsted report for Astley Community High School

Leadership and management	Good
Outcomes for pupils	Good
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Good
16-19 Study Programmes	Good

“Leaders and managers have transformed the quality of educational provision at the school. Resolute and determined, they have maintained a relentless focus on improving standards and tackling weakness. Pupils’ achievement is good. Improving the quality of teaching has been at the heart of the school’s work. Teaching is now consistently good and some is inspirational. Pupils enjoy learning. They value and appreciate the care taken by teachers to help them with their studies. Behaviour in lessons and around the school is good. Pupils are considerate and courteous. They value learning and take pride in their work. .” Ofsted 2016 (Astley Community High School).

You can read the full Ofsted inspection reports for each school at:
<https://reports.ofsted.gov.uk>

About our structure



About the Arts and Technology Faculty

Over the next few pages you will find the advert, job description and person specification for the post of Technician, but we know that you will want to know more about the Faculty.

The Arts and Technology Faculty has a proven track record of success built upon excellent teamwork amongst the teachers and technicians. We are highly committed to maximising the potential of pupils of all abilities.

This role will primarily support Food Technology across Whytrig Middle School and Astley Community High School, including facilities preparation, ordering ingredients, and ensuring the food area is clean and tidy after breakfast club and lessons. You will also support in Whytrig Art lessons, and support PE staff across the site with washing kits, repairing bibs etc.

The other technician within the faculty supports Design and Technology, Art and Music. Both technicians work to the Lead Technician, whose specialism is science.



Martyn Jones, Head of Faculty – Arts and Technology



Seaton Valley Federation of Schools

Elsdon Avenue
Seaton Delaval
Tyne and Wear
NE25 0BP
0191 237 1505

Technician

Permanent, 37 hours per week, term time plus 5 days
Band 3: £18,795 to £19,717 per annum, pro rata

Small enough to care, big enough to make a positive impact

This is an exciting opportunity to join our federation of three schools delivering a seamless education to 9-18 year olds throughout Seaton Valley in south-east Northumberland.

We are seeking a motivated individual to join our professional technician team to support and complement the teaching and learning of our pupils at Astley Community High School and Whytrig Middle School.

You will provide support to teaching staff and students in Years 5-11, particularly in preparing for and assisting with practical lessons and with the routine maintenance of equipment. You will have an important role to play in ensuring high standards of food hygiene and general health and safety.

Holding at least a Level 2 qualification in a relevant subject, you will have experience of providing technical support in a food or art-related environment, ideally in an educational setting. You will be able to relate well to young people and adults and being able to work effectively as part of a team is essential.

The working hours for the post are 37 per week across a two week timetable working Monday to Friday 8.30am to 4.30pm, term time plus 5 days.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? A completed application form and criminal records declaration form must be submitted by **12 noon on Monday 26 August 2019** by email to svfjobs@svlp.org.uk. It is expected that shortlisting will take place on Monday 2 September 2019 and the assessment process for shortlisted candidates will take place on Monday 9 September.

Further information about all of our current vacancies is available at <http://www.svf.org.uk/vacancies>

**NORTHUMBERLAND COUNTY COUNCIL
JOB DESCRIPTION**

Post Title: Technician		Director/Service/Sector: Schools		Office Use	
Grade: Band 3		Workplace: Seaton Valley Federation		JE ref: S1460	
Responsible to: Lead Technician SVF (with additional day-to-day direction from relevant Heads of Faculty Years 7-13 ACHS/WMS and WMS subject teachers)		Date: January 2019		Manager Level:	
Job Purpose: To provide technical support within primary areas of Design Technology, Art, Food Technology, Science and Music including the set-up, maintenance and repair of equipment and resources and the control and ordering of stock.					
Resources		Staff		None	
		Finance		Assist with purchase orders and receiving of goods.	
		Physical		Classrooms, store cupboards and specialist facilities. Equipment and resources.	
		Clients		Internal: Teachers, support staff and pupils External: Suppliers	
Duties and key result areas:					
Main Duties and Responsibilities					
<ul style="list-style-type: none"> • To prepare classrooms and workshops for use by staff and pupils ensuring a clean, safe, tidy and healthy working environment is provided at all times. • To be responsible for the preparation, supplying and collection of apparatus and equipment, providing technical assistance and support to teaching staff and pupils on the safe and economic use of equipment, resources and materials (including electrical equipment). • To provide support through demonstration, by giving advice or assistance in practical activities and support practical experiments/demonstrations by teachers where necessary. • To implement agreed learning activities under the guidance of the teacher. • To provide learning support to students in lessons including with written tasks and coursework to help them achieve targets and learning objectives. • To support the Lead Technician SVF as and when required with preparation, maintenance, hygiene and other ad hoc tasks across a range of curriculum areas. • To have a basic knowledge of examination needs and methods of assessment. • To support the classroom teacher with clerical and administrative tasks. • To be responsible for the maintenance of equipment or organise maintenance and repair, seeking specialist assistance when necessary, in order to ensure safe and efficient operation. • To be responsible, in the work undertaken, for the safe storage of equipment and materials and the disposal of waste materials, according to the relevant regulations, guidelines and school procedures and in line with Health and Safety good practice. • To undertake regular Health and Safety checks in accordance with school procedures, maintaining health and safety signage and recording relevant activities in maintenance logs. 					

- To be responsible for maintaining records of stock levels and loans of equipment and materials and undertake annual stocktaking, ordering new stocks, supplies or equipment when authorised by teaching staff, taking receipt of materials and equipment delivered and passing invoices for payment.
- To have delegated responsibility where required for records of petty cash and the purchase of relevant items when authorised, assessing the availability in line with best value principles and maintaining records of transaction and expenditure in accordance with the schools' financial guidelines.
- To assist relevant Heads of Faculty Years 7-13 ACHS/WMS and WMS subject teachers in maintaining records of assets including at purchase and disposal.
- To assist in the organisation and preparation of displays including for open evenings and other school functions as and when required.
- To ensure at all times that health and safety regulations and other relevant regulations and guidelines such as COSHH and school procedures are adhered to and observed. This may involve participating in regular and routine checking and testing procedures and risk assessments where appropriate, and contributing to the assessment, monitoring and review of Health and Safety procedures and policies.
- To promote and ensure Health and Safety and good behaviour of pupils at all times.
- To meet with Head of Faculty and teaching staff to discuss lessons regularly and to participate in training/CPD as required.

General Responsibilities

- Be aware of and comply with policies and procedures relating to safeguarding of children/vulnerable adults, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos/work/aims of the federation.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Undertake other duties and responsibilities that can be reasonably expected of and are relevant to the level and nature of the post.

These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the federation's procedures to report any concerns you may have regarding the safety or well-being of any child or young person. 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.

Transport requirements:	None.
Working patterns:	Term-time plus designated days in school holidays.
Working conditions:	Normally indoors. Some exposure to disagreeable conditions requiring use of Personal Protective Equipment (e.g. dust in woodwork room and workshops).

PERSON SPECIFICATION

Post Title: Technician	Director/Service/Sector: Schools	Ref: S1460
Essential	Desirable	Assess By
Knowledge and Qualifications		
<ul style="list-style-type: none"> • QCF Level 2 or equivalent qualification in a relevant discipline (e.g. GCSE Design Technology, Woodwork etc at Grade C or above) • Good numeracy and literacy skills (QCF level 2 or above e.g. GCSE English and Maths at Grade C or above) • Knowledge of relevant codes of practice and awareness of relevant legislation e.g. COSHH, PPE, food hygiene, allergens 	<ul style="list-style-type: none"> • Accredited training for Design and Technology technicians • Level 2 Food Safety and Handling Certificate (formerly Foundation or Basic Food Hygiene Certificate) • Emergency First Aid at Work training • COSHH awareness training • Awareness of curriculum requirements at Key Stage 3 and Key Stage 4 	A/I
Experience		
<ul style="list-style-type: none"> • Experience of providing technical support in a woodwork-related environment • Experience of working with children 	<ul style="list-style-type: none"> • Experience as a Design Technology Technician in a school setting • Experience of providing technical support to Food Technology • Experience of providing technical support to Art • Experience of providing technical support to Science • Experience of working with pupils in Years 5-8 and/or Years 9-13 	I/A/R
Skills and competencies		
<ul style="list-style-type: none"> • Ability to undertake a range of woodworking or carpentry related tasks • Ability to support the Design Technology, Food Technology, Music, Science and Art curricula with set up and use of specialist equipment, resources and materials • Ability to maintain and repair curriculum equipment. • Ability to use photocopier, PC and other office equipment • Appreciate the support role of other professionals. • Ability to relate well to children and adults • Ability to effectively safeguard children and young people including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline 	<ul style="list-style-type: none"> • Interest in and enthusiasm for other curriculum areas 	A/I/R

<ul style="list-style-type: none"> • Energy and enthusiasm for working in a school • Ability to work as part of a team 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Manual dexterity to assemble and undertake minor repairs to equipment and apparatus • Able to meet the physical demands of the role e.g. carrying moderate weights, periods of standing • Able to work under pressure • Able to maintain vigilance and ensure pupils remain safe. 		R/I
Other		
<ul style="list-style-type: none"> • Satisfactory DBS enhanced criminal record certificate • Good record of attendance and punctuality 		R

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

Working in the Seaton Valley Federation of Schools

We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- 25 days' annual leave for support staff who work full year, rising to 30 days after 5 years' local government service
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Active Northumberland's Seaton Valley Library and Northumberland County Council's Customer Services.

Living and working in Northumberland

If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at www.visitnorthumberland.com for more information.

Our commitment to professional development

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-east teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Opportunities to attend local and regional networks are encouraged.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

Our commitment to equal opportunities

We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination. Our Equality and Diversity in Employment Policy is available from:

<https://www.svf.org.uk/our-federation/policies>

Our commitment to safeguarding children and young people

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

How to apply

Please read the job description/person specification for the post and the guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed** by **12 noon** on **Monday 26 August 2019** to: svfjobs@svlp.org.uk. **Please ensure the subject/title of your e-mail is Technician.** In exceptional cases we will accept applications by post however please contact us to discuss this in advance. Please note that we do not accept CVs.

Contact us

Address: Seaton Valley Federation of Schools, c/o Elsdon Avenue, Seaton Delaval
NE25 0BP Telephone: 0191 2371505
Website: <https://www.svf.org.uk>