



Learning that Connects

Appointment of Technician

37 hours per week, term time plus 5 training days
Grade N4: Actual Salary Range £16,932 to £17,970
Permanent, Required for September 2021

Closing Date: 28 June 2021



Studio West, West Denton Way, Newcastle upon Tyne, NE5 2SZ, Telephone: 0191 481 3710
Email: admin@studiowest.newcastle.sch.uk

Introduction from the Principal

Dear Applicant

Thank you for your interest in the role of Teaching Assistant at Studio West. Further details including a detailed job description and person specification are enclosed for your information.

Studio West is an exciting studio school, which opened in September 2014. As part of Kenton School's Academy Trust, Studio West cater for around 400 students aged between 11 and 19 with student numbers increasing year on year. We are expected to reach 650 at full capacity. Rated "Good" by Ofsted, Studio West offers students an innovative and bespoke curriculum with an emphasis on employability and life skills. We have close working relationships with our business partners and our mission is to make sure that every student who leaves Studio West, does so with a university place, an apprenticeship or employment.

We are seeking applications for the role of Technician, to support our team in the setting up and dismantling of equipment and resources, ordering stocks and supplies and maintaining our databases. This is an exciting and diverse role supporting across a number of our subject areas.

We are seeking candidates with excellent interpersonal skills with the ability to work well with both children and adults. A knowledge of health and safety with the ability to carry out risk assessments is desirable but not essential as full training will be provided.

Whilst the role will involve working across all Technology, Graphics, Art, Food and Engineering, a large proportion of working time will be spent supporting Engineering and Technology, therefore an interest or relevant qualification and/or experience working in either discipline would be a benefit.

If you have skills, experience and commitment to succeed in this role, we want to hear from you. In return, we offer fantastic developmental possibilities due to working as part of Kenton Schools Academy Trust, and our forward thinking management and staff working together to offer the best available chances for our students.

We look forward to receiving your application.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Val Wigham', with a horizontal line underneath.

Val Wigham
Principal

Technician

Job Description

Payscale: N4

Responsible to: Principal/Deputy Principal

Job Purpose: To support the smooth running of Technology, Graphics, Art, Food and Engineering departments. Preparing teaching resources, maintaining equipment and the teaching environment to a high standard, and supporting the teachers in lessons, all of which enhances the learning experience for students.

Main Responsibilities:

The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Specific Departmental Responsibilities

- a) To support the work of Technology, Graphics, Art, Food and Engineering departments primarily by ensuring that the resource and materials requirements of the department are effectively met
- b) To support students and teaching staff when doing practical tasks
- c) Prepare materials, equipment and resources for lessons
- d) Administrative tasks e.g. filing, photocopying and laminating
- e) To organise any repair and maintenance of equipment, including tool sharpening ensuring all equipment is maintained in a good working order
- f) To prepare departmental resources where it is appropriate and cost-effective to do so.
- g) In liaison with the curriculum leaders undertake the necessary ordering of items of stock, checking deliveries and ensuring suitable storage and stock.
- h) To undertake routine maintenance of workshop equipment and to maintain all equipment and utensils in good working condition.
- i) To ensure that equipment and working areas are kept in clean and tidy order, specifically after lessons
- j) To provide technical support during lessons, including individual or small group pupil support where appropriate.
- k) To have particular regard to health and safety matters in accordance with school policy and statutory requirements.
- l) To check and empty extraction systems on a regular basis
- m) Prepare materials and ingredients as required by the subject teacher prior to lessons
- n) Ensure hand tools are kept in optimum condition and stored correctly
- o) Regularly maintain the equipment and tools in the workshop and classroom areas
- p) Keep all classrooms organised and free from hazards
- q) To utilise CAM machinery to support teachers in producing student work.
- r) Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding, child protection and promotion of wellbeing of children and young people. Take appropriate action where required.

- s) Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.
- t) To be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person and ensuring that accurate records are maintained.

Teaching Aids and Resource Materials, to include:

- a) preparation and setting out of equipment, materials and other resources for practical lessons in an orderly and presentable manner, in accordance with Department/School risk assessments;
- b) preparation of specific resources from a number of components for practical use;
- c) checking items for class use in order to ensure that they are functional and sufficient in quantity;
- d) checking that the above items are returned for each class;
- e) constructing simple equipment/apparatus;
- f) care and appropriate handling of resources.

Care, Maintenance and Repair of Equipment, to include:

- a) visual checking and routine cleaning/care of equipment;
- b) returning equipment to storage as soon as practicable;
- c) undertake safety checks (e.g. portable appliance electrical testing) and keeping of appropriate records;
- d) undertaking simple repairs;
- e) advising line manager if more substantial repair or maintenance has to be carried out.

Control, Storage and Disposal of Materials, to include:

- a) maintaining stock levels and advising line manager of items and quantities required;
- b) ensuring safe and secure storage of materials;
- c) safe disposal of waste materials.

Care and Maintenance of Teaching Environment, to include:

- a) general tidying of equipment, materials and other resources within all teaching and preparatory rooms;
- b) keeping cupboards stocked, tidy and labelled.

Display and Demonstration Work, to include:

- a) setting up equipment/apparatus and materials for demonstrations as requested;
- b) checking that the above is functioning correctly.

Liaison with Teaching Staff, to include:

- a) advice to teachers on the safe and effective use of equipment/apparatus and materials;
- b) advice on the availability of equipment, materials and other resources;
- c) notify line manager of any ways in which efficiency and safety could be improved;
- d) to work as a member of a Technical Team with regard to the educational aims of the department and school.

Technician

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Level 2 qualification (GCSE A*-C or equivalent)
2	Previous experience working as a technician either in a school or other setting, or be able to offer evidence of ability to undertake duties as outlined within the job description.
3	Knowledge of health and safety legislation including COSHH and regulations in relation to the safe handling and storage of chemicals and usage of hazardous equipment or be prepared to work towards obtaining this knowledge.
4	Effective ICT skills.
5	Ability to work on own initiative and respond effectively and professionally to difficult situations.
6	Effective organisational and prioritisation skills.
7	Flexible approach to work with the ability to work effectively as part of a team.
8	Effective written communication skills.

Desirable

10	A level 3 qualification (A-Level) or above in a Science subject or relevant laboratory technician qualification.
11	Experience working in a school or educational setting.

Part B: Assessment Stage

Items 2, 3, 5, 6 and 7 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Effective oral communication skills with the ability to relate well to children and adults.
2	Ability to prepare and maintain equipment and materials for lessons.
3	Ability to identify work priorities and manage own workload within agreed parameters.
4	Ability to maintain accurate work records and databases.
5	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> motivation to work with children and young people ability to form and maintain appropriate relationships and personal boundaries with children and young people emotional resilience in working with challenging behaviours attitude to use of authority and maintaining discipline.
6	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Task	Yes

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	Children's Barred persons list check
4	Medical clearance
5	A minimum of two references from current and previous employers (or education establishment if applicant not in employment)
6	Proof of qualifications

Additional Information: Main Terms and Conditions of Employment

Terms and Conditions

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions.

Working Hours

The working hours for this post are 37 hours per week. Normal working hours are Monday to Thursday 8.00 am to 4.00 pm and on Fridays 8.00 am to 3.30 pm with a 30-minute unpaid lunch break each day. The post is term time only which equates to 38 working weeks per year. In addition, staff will be contracted to work 5 additional training days (allocated at the start of each year – one or more of which will be disaggregated into 'twilight' evening sessions).

Annual Leave Entitlement

As this is a term time only post, annual leave entitlement is incorporated into annual salary. This equates to an additional 5.46 weeks pay (24 days plus 8 public holidays pro rata to weeks worked) for staff with less than 5 years' continuous local government service, and 6.25 weeks pay (28 days plus 8 public holidays pro rata) for staff with 5 years' or more continuous local government service.

Pay and Grading

The grade of the post is N4, equivalent to local government pay spine point 5 – 8, with current corresponding full time salary range of £19,312 to £20,493 pa. The actual salary for this post, including annual leave entitlement as outlined above and 5 training days is as follows:-

Less than 5 years' continuous local government service: £16,935 to £18,970 pa

5 or more years' continuous local government service: £17,236 to £18,290 pa

Employment Status

This post is permanent. New entrants to Studio West are subject to a six month probationary period.

Safeguarding

Kenton Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Equal Opportunities

Kenton Schools Academy Trust is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info.

Application Process

Candidates can apply through the TES website by clicking on the Quick Apply link. Alternatively you can download a Word version application from our website www.studiowestnewcastle.com which can be returned either by email to human.resources@kenton.newcastle.sch.uk or by post to Studio West, West Denton Way, Newcastle upon Tyne NE5 2SZ

Closing date: 12.00 Noon on 28 June 2021

