

APPLICANT

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NEWFIELD SCHOOL



Realising Potential. Transforming Lives.

Headteacher's Welcome

Dear Colleague

Thank you for your interest in joining Newfield School. This is an excellent opportunity to join our great school and to play role in shaping the provision of education and lifelong learning opportunities for our students. We believe that 'Achievement Leads to Opportunity and Choice' and our three core values underpin and drive all that we do for our students;



- We are high performing because we are curious and have a thirst for knowledge;
- We are considerate and value our community;
- We succeed through commitment and relentless ambition.

Irrespective of starting point, family background or ability each and every child that walks through our school doors deserves a quality first education. We are passionate about the numbers of students who are classed as disadvantaged making the same as, if not more, progress than their advantaged peers. Therefore, we lead a high functioning school that gives children true social justice and the opportunity to make the best of their education ensuring no doors are closed in their future. Achieving qualifications alongside our commitment to exciting and engaging extra-curricular offer means our students have opportunity and choice following their rich education at Newfield School.

Newfield School is a truly special place to work. The core business of teaching and learning is at the heart of all we do. We have high expectations of our staff but we also value and look after them. We balance hard work with meaningful and tailored professional development, great practice every day with a manageable workload. Our school has a proven consistent record of success and we will continue to make exceptional progress with our students this year and into the future.

We believe that our students are future scholars in their chosen fields and that teachers are the experts in the classroom who should impart their knowledge to students. We use the best evidence to lead our approach to learning and teaching and follow approaches that are supported by cognitive science. As a result, lessons are structured around the explicit teaching and assessment of knowledge. They are characterised by rapid progress, whole class drills, repetition of facts, teacher led instruction and high performance regardless of ability or background.

The climate for learning in our school is very positive and this is underpinned by very high expectations of behaviour, dress and attitude to learning. Our students are well-behaved and ambitious. All staff are consistent in their high expectations and approach to discipline and the Senior Team have a high presence day in day out in our school.

Newfield School is a valued partner and driving force within Mercia Learning Trust, a local and ambitious Trust that is dedicated to improving the life chances and careers of its students and those professionals working within it. The Trust is one of the most successful Trusts in the Yorkshire and Humber region and changes the lives of over 3000 children and young people in Sheffield and is continuing to grow.

This is an exciting time for us as we move towards being a truly exceptional school. Our reputation is growing and our challenge now is not just to sustain but to surpass our recent GCSE performances, to lead the way on pedagogy, to deliver effective and exciting learning at the highest level and to become a beacon school for training, research and professional development.

We support applications from candidates who understand and support our approach to teaching and learning. Imaginative and committed, you will have a passion for your subject, high standards of professionalism and high expectations of students.

For an informal and confidential discussion, please contact Ruth Cressey, PA to the Headteacher on 0114 255 7331 or email rcressey@newfield.sheffield.sch.uk.

If this excites you and you believe you have the necessary skills for this role, I would welcome your interest and application.

I look forward to meeting you.

Yours faithfully



Emma Anderson
Headteacher



Advertisement

Post: DT Technician

Contract term: Permanent

Contract type: 37 hours per week/39 weeks per year

Salary: Grade 3 (currently £21,575 to £21,986)

Actual Salary: £18,557 to £18,910 (with under 5 years service)

Commencement Date: As soon as possible

We are seeking a highly motivated and skilled Design Technology Technician to join our vibrant and forward-thinking secondary school. As a Design Technology Technician, you will play a crucial role in supporting our Technology, Art and Photography Departments, ensuring the smooth operation of our workshops and the delivery of high-quality practical sessions.

In this role, you will be responsible for the management and organisation of Design and Technology, Art and Photography equipment, tools, and materials, ensuring they are readily available for teaching staff and students. Additionally, you will play a pivotal role in promoting a safe working environment by adhering to health and safety regulations and best practices, conducting regular safety checks, and assisting in risk assessments.

Your technical expertise will be essential in providing hands-on support to teaching staff and students during practical lessons. You will offer guidance on machinery and materials usage, facilitating a productive learning environment.

Core tasks include:

- Timely and accurate preparation and use of specialist equipment, resources and materials as required
- Ensure compliance with health and safety legislation to facilitate a safe working environment
- Strong interpersonal skills with both adults and students
- Demonstrate and assist others in safe and effective use of specialist equipment and materials

Newfield School is committed to the growth and development of its staff. You will have access to opportunities for ongoing training and professional development, allowing you to enhance your skills and advance in your career. At Newfield School we promote a supportive and inclusive working environment. You can expect to work with colleagues who are dedicated to providing a positive and nurturing atmosphere for both staff and students.

If this excites you and you believe you have the necessary skills for this role, we would welcome your interest and application.

To apply please submit a Trust application form to recruitment@merciatrust.co.uk

Please note we do NOT accept CV's or Council application forms.

Closing date for applications is **Friday 6 October 2023**
Interviews are expected to take place week commencing **16 October 2023**

JOB DESCRIPTION

Post Title:	DT Technician *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Grade:	Grade 3 (£21,575 to £21,986 FTE)
Hours/Weeks:	37 Hours, Term Time Only
Responsible to:	Head of DT
Responsible for:	N/A

PURPOSE OF THE POST

To work under the guidance of teaching/senior staff and within an agreed system of supervision to:

- To provide a range of technical support and expertise for both students and teaching staff in design technology

KEY RESPONSIBILITIES

Support for the teacher

- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment, resources and materials as required
- Maintain records as requested
- Assist with reprographics and ICT administration
- Assist with the recycling of materials and maintenance of equipment.
- Ensure compliance with health and safety legislation to facilitate a safe working environment

Support for the curriculum

- Monitor, manage and purchase stock
- Maintenance of specialist equipment, safety checks and damage reporting
- Demonstrate and assist others in safe and effective use of specialist equipment and materials
- Ensure that departmental displays are kept up to date and in good order
- Supervise students on visits, trips and out of school activities as required

Specific skills

- Practical experience with workshop tools and equipment as well as prep machinery is desirable.
- Strong interpersonal skills with both adults and students
- A high level of IT literacy is essential. Ability to provide CAD lesson support with packages such as 2D Techsoft and Fusion as well as experience with CAM equipment, and Adobe photoshop.
- Physical support such as batch production, manufacturing GCSE prototypes and set manufacture for the school production.
- Provide technical support for ceramics and sculpture.
- Demonstrate practical knowledge and problem-solving skills
- Have the capacity to work collaboratively as part of a team
- Be an independent self-directed and productive worker when the situation dictates
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of students' out of school hours learning activities
- Supervise students on visits, trips and out of school activities as required
- Any other related duties as they may arise.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- The post may be required to travel and work within any school in the Mercia Learning Trust

GENERAL DUTIES

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.

- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Issue Date: Sept 2023

PERSON SPECIFICATION

Post Title:	DT Technician
Salary:	Grade 3 (£21,575 to £21,986 FTE)
Responsible to:	Head of DT

Responsible for:	N/A
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SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications and Training	<p>GCSE Grade C in English and Maths</p> <p>Willingness and ability to obtain and/or enhance qualifications and training and development in the post</p>	Art and Design based background
Skills and Knowledge	<p>Ability to effectively communicate with a range of audiences.</p> <p>Ability to respect and maintain confidentiality.</p> <p>Ability to use standard ICT packages including Microsoft Office and CAD/CAM</p> <p>Ability to prioritise and manage own workload to meet appropriate deadlines.</p> <p>Excellent time management and organisation skills</p>	Woodworking skills, and workshop experience.
Experience	<p>Previous experience within a technology related role</p> <p>Ability to motivate young people in technology related subjects</p>	2 years' experience of working with children in an educational setting
Personal Qualities	<p>Flexible</p> <p>Honest and reliable</p> <p>Calm under pressure</p> <p>Patient</p> <p>Empathetic with young people</p> <p>Team player</p>	A diving licence and the ability to drive a minibus

	High personal and professional standards A desire to play an active role within the life of the school.	
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The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciastrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to:
MLT Recruitment Team
Mercia Learning Trust
79 Glen Road
Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merciastrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2557331 or enquiries@newfield.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merciatrust.co.uk.

Key dates:

- **Closing Date Friday 6 October 2023**
- **Interviews are expected to take place week commencing 16 October 2023**

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

In accordance with DfE Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.