



**BUTTERSHAW BUSINESS &
ENTERPRISE COLLEGE**

Application Pack

TECHNOLOGY TECHNICIAN (MATERNITY COVER)



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bdat
**Bradford Diocesan
Academies Trust**



**BUTTERSHAW BUSINESS &
ENTERPRISE COLLEGE**

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WELCOME

The governors, staff and students of Buttershaw Business and Enterprise College (BBEC) warmly welcome you to our guide for prospective applicants for the role of Technology Technician. We put the individual student at the heart of all our endeavours and we strive to ensure that every young person is safe, happy and successful. It is a real privilege to introduce our vibrant school to you.

The school has undergone change over recent years; these changes have resulted in greater success for our students. We are on a trajectory of rapid improvement. We believe students' education is not a dress rehearsal; they only get one chance and it is important that our school provides a safe, happy environment where our young people feel valued and can learn and fulfil their potential. At BBEC we understand the importance of great teaching and our students being successful academically, but as well as this we offer fantastic opportunities for children to develop skills and interests beyond the classroom. We believe this helps students have a fully rounded, exciting learning experience so that they can thrive and be prepared for adult life.

We are a truly comprehensive school and we welcome all children. We have a fantastic mix of students with different skills and talents. The breadth of our curriculum is designed to include a range of academic and innovative courses for all abilities, from the university bound to those with additional learning needs. We are truly proud of our inclusive approach and our commitment to see every child reach his or her potential. We expect all staff to work hard to ensure that we fulfil this aim.

At BBEC, we recognise that our staff are our biggest asset. We believe that our children deserve only the best quality staff so recruit carefully and invest in training to ensure continued improvement and an excellent quality of education.

Although we are a large school we work very hard to ensure we retain our community, family ethos. We strongly believe education is a partnership between school, students and parents and work hard to develop this partnership.

In normal circumstances, we would be delighted to invite you to visit us in school. In current circumstances, as visits to the school are restricted, we would encourage you to arrange a conversation or Team meeting so you have a chance to meet us and we can share our vision with you.

Ruth Hartley
Head of School

ABOUT BBEC

Buttershaw Business & Enterprise College is an improving school. We are an ambitious, community-focused academy of just over 1400 students serving an area of social deprivation on the southern edge of Bradford and seven miles from Leeds. BBEC is popular locally and is rapidly becoming the school of choice for the community of Buttershaw; for the last three years we have been over-subscribed in Year 7.

BBEC has a cohesive, highly skilled and ambitious staff team who place student success at the heart of all they do. Many of our students face multiple challenges and it is through clarity of vision, professionalism and determined support for students and for each other that we are bringing about improvement. We have the highest expectations for all our students and expect that our staff teach to the very highest level. We have a rigorous approach to quality assurance and a significant commitment to Continuing Professional Development. Teachers have many opportunities to improve their teaching pedagogy and pedagogical subject knowledge and we expect them to make the most of these opportunities to ensure that the highest of standards are maintained.

BBEC is situated in a modern building. It has well-equipped departments that are arranged in suites of rooms. All teachers have a laptop, all classrooms are equipped with projectors and interactive whiteboards and all classrooms have access to student laptops.

All at BBEC are dedicated to raising the aspirations of our students and improving cultural capital through ambitious schemes of learning in all year groups and a varied offer of extra-curricular activities and opportunities. We run trips and visits to places in the UK and across the world, our students take place in a myriad of competitions and our CEIAG programme is exemplary. BBEC is unique in having five academies in Art and Design, STEM, Performing Arts, Sport and Enterprise, all of which aim to broaden the experiences and skills of our students.

BBEC is a harmonious community and the vast majority of our students are polite, pleasant and respectful. A new, more focused, behaviour policy has been introduced and is beginning to have a positive effect. The successful candidate will be expected to continue to embed and develop further the improvements that have already been made.

This exciting role offers great opportunities for the successful candidate and a chance to make a difference to some wonderful young people.

ARTS AND TECHNOLOGY AT BBEC

We are looking to appoint a technology technician to predominantly provide support to food technology but who will also be required to support across the wider department.

Arts and Technology at Buttershaw encompass music, dance, drama, art, photography and technology subjects. Staff in the department are:

- Two music teachers
- Two drama teachers
- A dance/drama teacher/instructor
- A performing arts technician
- Two food teachers (including associate assistant headteacher i/c of faculty)
- Two art teachers
- Two textiles teachers
- One 3D art teacher
- One technology technician

The Design and Technology department at BBEC intends to:

- deliver excellent outcomes through encouraging creativity and pride in their ability to create products of high quality
- foster a sense of awe and wonder and share our passion for design and technology
- create safe environments in which students can be experimental, take risks and reflect and learn from their mistakes
- develop an understanding of how food, design and technology affects the lives of BBEC students and their impact on the lives of others nationally and around the world
- develop learners who are resilient and determined and will apply the skills to produce practical solutions to real life problems
- encourage an appreciation of the importance of sustainability in order to protect our planet and develop students to become responsible individuals who consider the impact of their actions
- inspire in students an inquisitive nature and give them the opportunities and freedom to express themselves in a considerate and supportive climate. ensure that students understand the importance of design and technology in artisan and new technologies, and the world of work
- build aspirations through creating opportunities for students to meet with professionals from the design sector
- provide opportunities for students to extend their vocabulary and language, and for them to apply their mathematical knowledge in different contexts.



**Bradford Diocesan
Academies Trust**

ABOUT BDAT

Buttershaw Business and Enterprise College is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

GENERAL INFORMATION AND BACKGROUND

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds. BDAT is a charity governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

OUR MISSION STATEMENT

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education. In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

OUR GROWTH

As of September 2019, the Trust has academy orders to support 17 Church and non-Church academies across Bradford. This includes four secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls and Bradford Forster Academy) and 13 primary academies. We envisage we will continue to grow at a sustainable pace over the next few years, in line with the Government agenda that all schools will become academies by 2022, to a maximum size of approximately 20 schools. We believe this will mean we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we truly able to know, understand and support each other.

OUR CHRISTIAN ETHOS

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.



**Bradford Diocesan
Academies Trust**

THE BDAT EMPLOYEE PLEDGE

Bradford Diocesan Academies Trust recognises that if our schools are to succeed, our teachers and school staff are our most valuable asset. As such we work hard to be an employer and the schools of choice in Bradford.

WE DO THIS BY:

- Relentlessly only recruiting the highest calibre of teachers who share our aspiration and ambitions for our pupils to succeed;
- Developing our teams by talent spotting and rewarding our next generation of leaders
- Making sure BDAT is a good place to work so that retain and grow the expertise and skills of our people. Keep reading to find out more about our our employee pledge which sets out what you can expect from us if you choose to join BDAT and what we will expect of you.

WE WILL OFFER YOU:

- Work in a values driven, student centred organisation where every child is supported to reach their academic potential and accomplish their individual goals. <http://www.bdat-academies.org/about-us/bdat-mission-statement/>
- The prospect of working for an increasingly successful and growing Trust which is committed to providing high quality education for all of its students and to be the schools of choice. www.bdat-academies.org
- A separate annual career development discussion with a senior leader resulting in a bespoke career development plan in addition to Performance Management.
- Ongoing assistance in developing your 'craft' of teaching
- Assistance with career progression both within and outside the Trust
- A competitive employees' benefit scheme <http://www.bdat-academies.org/aboutus/employee-benefit-scheme/>

WE WILL PROVIDE YOU WITH THE OPPORTUNITY TO:

- Have a week's placement in one of the BDAT schools within the first two years
- Shape the curriculum developments in an ever- changing world
- Work with like-minded subject colleagues from the other trust schools
- Shadow colleagues both within the school and across BDAT
- Support the development of teachers new to the profession or to their role
- Gain the experiences required to meet external leadership qualifications such as Specialist Leadership in Education

THE BDAT EMPLOYEE PLEDGE (continued)

IN RETURN, WE EXPECT YOU:

To Model

- The values of BDAT and your school at all times
- Professional behaviours at all times

To Be

- A consistently good teacher on a day to day basis
- Committed to ongoing professional development
- A team player and to adopt a 'can do' attitude

To

- Place safeguarding of students at the heart of the work
- Engage in constructive professional dialogue, giving and listening to feedback
- Contribute to the development of students and staff
- Meet Teachers' Standards and Trust Leadership standards as appropriate to career stage expectation

Thank you for taking the time to read this information.



MAKING YOUR APPLICATION

We hope that having read this pack you are inspired to apply for the post.

In order to apply, please complete the BDAT application form. The application form can be downloaded from the school website www.buttershaw.net under Staff/BBEC Current Vacancies.

At BBEC our first priority is keeping our young people safe. Safeguarding is at the heart of all we do, and we work hard to ensure that all of our students are safe at all times and know how to keep themselves safe in a variety of situations. BBEC makes decisions about the suitability of prospective employees based on checks and evidence including: criminal record checks (DBS checks), barred list checks and prohibition checks, together with references and interview information.

If you would like to arrange to speak to someone about the vacancy, please contact Anna Krywyszyn at Buttershaw Business and Enterprise College on 07469 354516, or by email at alk@buttershaw.net.

Applications must be received by the closing date of 9am on Monday 19 October 2020. Interviews to be held in w/c 19 October.

TECHNOLOGY TECHNICIAN (MATERNITY COVER) FIXED TERM 1 NOVEMBER 2020 UNTIL 31 JULY 2021

Scale 4 SCP 7-11 (£16,937 - £18,747)

37 hours per week term time only plus two training days

JOB DESCRIPTION

1. JOB PURPOSE

To provide technical assistance to the technology department, including the preparation of materials, setting up of equipment for classroom activity, the maintaining of equipment, and the purchasing of supplies.

2. PRINCIPAL ACCOUNTABILITIES

Support for Students

- Supervising and supporting students ensuring their safety and access to learning, attending to the students' personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Establishing good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Promoting the inclusion and acceptance of all students.
- Following food hygiene guidelines.
- Maintaining records of food allergies and their severity.
- Being a First Aider.

Support for the Curriculum

- Preparing and maintaining equipment/resources as directed by the teacher and assisting students in their use.
- Monitoring and arranging orderly and secure storage of supplies.
- Ensuring that designated work areas are maintained in a clean and safe condition appropriate to Health and Safety Regulations.
- Maintaining stock levels, making out initial orders and checking deliveries, liaising with suppliers as appropriate.
- Making decisions related to the technical aspects of the role. Advising the achievement leader on stock requirements, repair and replacement priorities.
- Maintaining records of orders for food technology and textiles.

Support for the Teacher

- Preparing classroom as directed for lessons and clearing of all electrical equipment and ingredients after use.
- Assisting with the display of students' work.
- Preparing equipment and materials as directed and demonstrating skills and techniques as required.
- Supporting the teacher in managing student behaviour, reporting difficulties as appropriate.
- Assisting the teacher with learning activities ensuring health and safety and good behaviour of students.

Support for the School

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending and participating in relevant meetings as required
- Participating in extra curricular activities, such as outings, social activities and sporting events
- Participating in departmental meetings and whole school training events
- Participating in training and other learning activities and performance development as required.
- Supporting, upholding and contributing to the development of the School's Equality Policy and practice in respect of both employment issues and the delivery of services to the community
- Undertaking lunchtime and break supervisory duties as directed.

TECHNOLOGY TECHNICIAN (MATERNITY COVER) PERSONNEL SPECIFICATION

ATTRIBUTES	ESSENTIAL REQUIREMENTS	HOW IDENTIFIED
Qualifications	English/Maths at GCSE level 4 or above (or equivalent)	Application
Experience	<p>Experience of working with children aged 11-19</p> <p>Experience of working with students with special educational needs</p> <p>Experience of working effectively with small groups of students or individuals</p> <p>Experience of preparation of food or textiles materials</p> <p>Experience of stock control.</p> <p>A track record of being proactive within the classroom</p>	<p>Application</p> <p>References</p> <p>Interview</p>
Training	<p>First Aid training or willingness to undertake training</p> <p>Prepared to undertake further training</p> <p>Health and Safety training or willingness to undertake training</p>	<p>Application</p> <p>Interview</p>
Knowledge, Skills and Ability	<p>Good communication skills</p> <p>Manual dexterity</p> <p>A track record of being proactive within the classroom</p> <p>Excellent verbal and written communication skills</p> <p>Familiarity/training on specific items of equipment/machinery</p> <p>Aware of requirements under Health & Safety regulations.</p> <p>Maintenance and repair of machines</p> <p>Product and materials knowledge.</p> <p>Ability to provide/meet deadlines</p> <p>Ability to keep simple records</p> <p>Ability to understand and carry out verbal and written instructions</p> <p>Confidence in demonstrating technical skills to groups of students</p>	<p>Application</p> <p>Interview</p>
Personal Circumstances	<p>Must be legally entitled to work in the UK (Asylum & Immigration Act 1996)</p> <p>Able to satisfy the requirements of safeguarding recruitment checks in line with Keeping Children Safe in Education (2019)</p> <p>Must have the ability to be flexible and work to the requirements of a busy school</p> <p>Interest in the school's wider role in the community</p>	<p>Application</p> <p>Interview</p>
Disposition and Attitude	<p>A passion for education and a deep-felt desire to make a difference for young people.</p> <p>Possessing educational vision underpinned by values</p> <p>Emotionally intelligent: knowing when to direct, when to challenge and when not to; being able to inspire, present a positive perspective at all times; being able to listen and show awareness of other's sensitivities; having personal pride and leading by example.</p> <p>Understands the importance of work/ life balance.</p> <p>Enthusiastic, flexible, team player who enjoys hard work and takes constructive criticism.</p> <p>Good oral and written communicator.</p>	<p>Application</p> <p>Interview</p> <p>References</p>
Physical	<p>Resilient</p> <p>Physically able to cope with the demands of a multi-level building</p> <p>Capable of lifting and carrying loads.</p>	<p>References</p> <p>Interview</p>
Equality	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	<p>Application</p> <p>Interview</p>

