



Design & Technology Technician (part-time)
Salary Band 7, SCP 10-17 (Actual Salary £7,016 - £8,126)
2 Days per week (Term Time Only)
Closing Date: 25 September 2019

Required for an immediate start

Recruitment Information Pack

Bradford Forster Academy
Fenby Avenue, Bradford BD4 8RG

HOPE

ENDURANCE

FORGIVENESS

TRUST

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Dear Colleague

Design & Technology Technician (Part-time)

Thank you for taking an interest in joining my staff team here at Bradford Forster Academy. We are well on our way to becoming an outstanding learning community and this is an exciting time to join us.

We are a new 11-16 Church of England secondary academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford. Bradford Forster Academy opened in new purpose built accommodation in the BD4 area of Bradford on 1st September 2015. The Academy started with Y7 students, working up to five year groups in September 2019. We were inspected by Ofsted in March 2018, receiving a 'good' grade in all areas with many positive comments in the report, which you can read on our website, including *'Staff morale is high. Staff appreciate the quality of training they receive both within the school and across the trust.'*

Bradford Forster Academy is a student-centred place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to become an outstanding academy that delivers educational excellence. The academy serves a multi-cultural community in which many of our students' experience high levels of economic and social disadvantage. As Head of School I am fortunate to work with a talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

There will be a strong emphasis on relationships between staff, students and parents; the Learning Guide will be the first point of contact with the family. The Christian ethos of the academy will support and encourage students and staff to explore their own and other faiths and develop their spiritual awareness. This will be integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as an academy we are consistently looking for ways to further 'raise the bar' both for our students and staff.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy. If you share our enthusiasm for learning and would like to visit us at our best, then please get in touch.

I hope the enclosed information is helpful and will encourage you to apply; I look forward to meeting you and reading your application.

With all good wishes.

Wendy Adeniji

Principal, Bradford Forster Academy

Vision and Ethos

The vision for the Academy is to further raise the hopes, aspirations and ambition of students, their families and the local community by generating self-belief, self-esteem and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles; enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promote high standards, self and mutual respect, good conduct and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.
- Establishing an outstanding Academy (Ofsted Grade 1) within 3 years of opening.

Ethos and Culture

In creating a successful ethos, culture and climate in the Academy the following are essential characteristics:

1. Student learning, attainment, achievement and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g. dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.
5. The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day.

Application Process

The closing date for all applications is **9:00am on Wednesday 25 September 2019**.

Completed applications must be returned to Stacey Read (HR & Recruitment Officer) at Bradford Forster Academy ideally by email to: s.read@bradfordforsteracademy.co.uk

Postal applications should be returned to Stacey Read, Bradford Forster Academy, Fenby Avenue, Bradford BD4 8RG.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

All appointments will be subject to an enhanced criminal records check.

Bradford Diocesan Academies Trust (BDAT)

About BDAT

Bradford Forster Academy is an Academy within Bradford Diocesan Academies Trust (BDAT). If you are successful in being appointed, the Trust will be your employer.

General Information and Background

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 2018, the Trust has Academy orders to support 17 Church and non- Church academies across Bradford. This includes 4 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 are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proud 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.

Job Description

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

Post title:	Design & Technology Technician (part-time)
Salary:	Band 7, SCP 10-17 (Actual Salary £7,016 - £8,126)
Hours:	15 hours per week (0.4 FTE), Term-time only
Responsible to:	Curriculum Leader of Technology & Creative Arts

Purpose of Role:

Responsible to the Curriculum Leader of Technology and Creative Arts in co-ordinating the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the Design and Technology curriculum, including liaising with all areas of the academy and outside organisations.

Main duties:

To provide technical support in the subject of Design and Technology, including:

- Assisting in practical classes, preparing resources, assembling apparatus, carrying out demonstrations
- Assist the senior technician in maintaining all Design and Technology classrooms, the prep room, machines and equipment and maintain high levels of cleanliness
- To have responsibility for the maintenance of the resistant materials workshop and associated tools and machines, including C.A.M. machines
- Giving technical advice to teachers, fellow-technicians and students
- Carrying out risk assessments for technician activities

To promote and observe a healthy and safe working environment for the department by:

- Contributing to the assessment, monitoring and review of both health and safety procedures and information resources
- Keeping up to date with current procedures and practices through continuing professional development
- Providing technical advice on health and safety issues to staff and students
- Safely disposing of used materials, including hazardous substances, and responding to actual or potential hazards
- Conducting routine and non-routine checking, cleaning, maintenance, calibration, testing and repair of equipment to the required standard, including pillar drills, bandfacers, wood lathe, laser cutter, 3D printers, circular saw, thicknesser-planer, grinding wheel, hand tools and any future machine or tool acquired by the academy for use in the teaching or preparation of Design and Technology lessons
- Safely storing and ensuring accessibility of equipment and materials

To support the senior technician in ensuring that the department is resourced, organised and developed to meet the performance standards required by the department.

To support in the design, development and maintenance of specialist resources and/or long term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum to include:

- Designing, constructing and modifying apparatus
- Preparing materials as requested
- Supporting KS4 GCSE Design and Technology pupils with the development of design ideas, cutting lists and product manufacture
- Advising on KS3 and KS4 curriculum resource requirements

To support in the management and control of practical resources including:

- Stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records
- Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy

Other Duties:

- As the academy grows and develops it is essential for all employees to demonstrate a flexible approach to undertaking tasks and responsibilities
- To support the academy ethos, which is explicit about Christian truths and teaching and in which each individual can freely explore their own faith and spiritual matters
- To contribute to the overall ethos and aims of the academy
- To participate in professional and personal development programmes as required, including training and performance review
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person

- To be aware of, and comply with all academy policies and procedures including health & safety; security; confidentiality; equality and data protection, reporting all concerns to an appropriate member of senior leadership team
- To appreciate and support the work of other professionals
- To undertake any other duties commensurate with the grade of the post

Any Special Conditions of Service:

Bradford Forster Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to have a clear enhanced Disclosure and Barring Service (DBS) check.

There may be a need to work outside of normal working hours and off academy premises, as required by the Principal.

The academy operates a strictly no smoking policy.

Job Description Review Due: Spring Term 2020

Signed: _____ Date: _____

Line Manager: _____ Date: _____

Person Specification

Post Title: Design Technology Technician (0.4 FTE)

	Essential	Desirable	Evidence base
Qualifications	5 A* - C GCSEs (including English, Maths and Science) 2 A levels, NVQ level 3 or equivalent experience		Application form and interview
Experience	At least two years of working in a school or academy technician role Experience of budgeting and stock control	Experience of line management Experience of supporting young people from challenging communities	Application form and interview
Training	Willingness to undertake training in relevant areas Participation in relevant school based training		Application form Interview
Skills	Ability to use standard school based ICT Ability to work independently to support the delivery of the Science curriculum Ability to advise about health and safety in labs	Use of school based information management systems	Application form Interview

Personal Attributes	Ability to deal effectively with unexpected situations Demonstrate sound judgment Highly organised individual		Application form Interview References
Christian ethos	Commitment to promoting the Christian ethos, values and truths in all elements of Academy life and education	Be a practicing member of a church affiliated to Churches Together in Britain and Ireland or a church which is in full sympathy	Application form Supporting statement Interview
Personal attributes	Work flexibly and effectively with a 'can do' attitude across the whole organisation Act with discretion, sensitivity and ensuring confidentiality at all times Demonstrate sound judgment		Application form Interview References

This Personnel Specification

This personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an interview you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria.

To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

Design & Technology Technician (Part - time)

15 hours per week (0.4 FTE), Term Time Only (Permanent)

Start Date: Immediate start

Salary: Band 7, SCP 10-17 (Actual Salary £7,016 - £8,126)

Bradford Forster Academy is a new 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1st September 2015 and now has 962 students on roll in years 7, 8, 9, 10 and 11 from September 2019. Within BDAT there is an exciting opportunity to work across a variety of growing diverse schools.

We are seeking an enthusiastic and talented individual to join our Technology and Creative Arts team as a Design and Technology Technician on a part time basis. The successful candidate will provide support for our students and staff in an engaging and safe environment, and have the drive and motivation to succeed in helping to raise attainment across all ability ranges.

The successful candidate will:

- Have a good level of general education
- Assist teachers during practical lessons
- Provide technician support within the Technology & Creative Arts Faculty.
- A willingness to undertake training in relevant areas (full training will be provided)
- A caring approach and willingness to work with students

We can offer you:

- An attractive, very well resourced working environment
- Effective and supportive colleagues
- Friendly and well behaved students
- Opportunities for personal and professional development

For full details, and an application form with an information pack, please visit our website: <http://www.bradfordforsteracademy.co.uk/Vacancies/>

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).

Closing Date: 9:00am on Wednesday 25 September 2019.