



Achieving excellence together

Welcome to The Mirfield Free Grammar where we are currently looking to appoint a new Design Technology Technician across the school. This is an exciting time to join The Mirfield Free Grammar Journey as we begin a new chapter in our history, with The Great Heights Academy Trust.

Great Heights Academy Trust strives to always provide an inspirational, positive, and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm, and mutual respect.



Design Technology Technician

CANDIDATE INFORMATION PACK

► Welcome

Dear Colleague,

I am delighted that you are considering the position of Design Technology Technician at The Mirfield Free Grammar.

We are seeking to recruit an individual for our secondary school who has inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join the leadership team as we embark on our exciting journey with the Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of The Mirfield Free Grammar. It is a privilege to lead such a fantastic school and a role I am extremely proud of.

We strongly believe The Mirfield Free Grammar has an inspirational, positive, caring and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at The Mirfield Free Grammar strives to 'achieve excellence together' and this vision is embedded in 'THE MFG Character' across our school community.

We endeavour to create well-rounded, happy, and confident young people who are able to contribute positively within the community. I am a firm believer that THE MFG Character of Tenacity, Health & Happiness, Equity, Morality, Flourish, Generosity are the most appropriate foci to enable our students to achieve this.

We look forward to reading your application, best of luck to all.

Yours sincerely

Mrs Alexandra Fuller
Principal



Overview of the Position for The Mirfield Free Grammar

The Mirfield Free Grammar are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students at all levels.

About the Trust

The Trust currently comprises of six primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.



► Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

► We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

► Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.

Current Trust Academies and Designations



Job Description: Design Technology Technician

Position: Design Technology Technician

Department: Design Technology

Pay range: Grade 5.5

Hours of work: 15 hours per week

Responsible to: Curriculum Leader

Purpose of the post:

To co-ordinate the use of the practical resources and facilities and provide assistance and advice in meeting the needs of the Design Technology Curriculum including the preparation of materials and maintenance of equipment. To support staff and students in the workshop/classroom as necessary.

Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders

KEY AREAS:

1. Classroom servicing
2. Construction, Maintenance and Repair
3. Health and Safety and First Aid
4. Administration
5. Miscellaneous

DUTIES AND RESPONSIBILITIES

1. **Workshop /Classroom Servicing**
 1. To prepare materials, stock and resources required for demonstration and for practical work in all workshops/classrooms.
 2. To carry out routine maintenance and care of all equipment.
 3. To inspect and care for resources.
 4. To ensure safe storage of materials.
 5. To re-cycle useful raw materials.
 6. To prepare glazes for use in kiln.
 7. To advise cleaning staff on any hazards affecting their role.
 8. To assist teachers by providing advice and guidance in connection with students' projects.
 9. To deliver equipment and resources to workshops or classrooms as requested.
 10. To assist in identifying stock that needs replenishing and create orders.
 11. To assist in the trialling of practical activities.
 12. To collect, clean, check and return resources to stores.



13. To set up ICT and multi-media equipment.
14. To assist to ensure that supply teachers receive work for absent teachers, under the direction of the Curriculum Leader.

2. Construction, Maintenance and Repair

1. To maintain and repair apparatus and equipment to required standards, including obtaining estimates for more complex repair work.
2. To construct and prepare teaching materials for use and display.
3. To prepare material required by students.
4. To design and develop specialist support materials for new courses.
5. To check, repair and supervise equipment.
6. To identify and report maintenance needs of workshop/classroom fixtures and services.

3. Administration

1. To operate an efficient system of stocking, storing, and distributing items used in the departments including any associated record keeping.
2. To operate all relevant information and recording systems including cataloguing, filing and inventories, and legal records as they relate to Health and Safety and equipment/appliance testing.
3. To receive and check deliveries and associated invoices.
4. To obtain materials by local purchase.
5. To help in the preparation of requisitions and obtaining quotations etc.

4. Health and Safety

1. To assist in the safe storage and/or disposal of storage equipment, materials, inflammables including other hazardous substances, and waste materials in line with recognised procedures and contribute to the customisation of appropriate risk assessment (to include appropriate labelling of materials used in the classrooms).
2. To inspect, maintain and ensure correct use of safety equipment.
3. To keep up to date with health and safety requirements and with developments in Design Technology (attending courses and reading publications).
4. To give health and safety information to technical staff, teachers, and students.
5. To ensure that cleaning staff are aware of potential hazards.
6. To maintain a current first aid qualification and administer first aid as required.

5. Miscellaneous

1. To assist in practical classes and carry out demonstrations working with students where appropriate.
2. To operate a loan system for equipment internally and with other schools, advising on suitability of equipment and experiments.
3. To ensure that you take care of your own Health and Safety and that of your colleagues in- line with the School's Health and Safety Policy.
4. To undertake any other duties as may be reasonably required by your line manager.
5. To play a full part in the life of the school community supporting its distinctive mission and ethos actively promoting its policies and practices.
6. To play a part in marketing and liaison activities such as Open Evenings, Parents' Evenings, and other similar events as appropriate.
7. To work as a member of a designated team and contribute positive to effective working relations within the school by attending all appropriate meetings.
8. To engage actively in the Performance Management Review process.
9. To participate in the school's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole school training plan.



10. To carry out your duties in accordance with the Council’s Equal Opportunities Policy.

General:

- To uphold the Nolan Principals of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.
- The post holder is responsible, alongside the Strategic designation boards, core staff and key stakeholders, for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.
- This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

Safeguarding:

As part of your wider duties and responsibilities you are required to promote and actively support the Trust’s responsibilities and policies towards safeguarding and promoting the welfare of children, young people, and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment of Teachers. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is current at the date shown, but following consultation, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. The duties may be varied to meet the changing demands of the MAT/Academy at the reasonable discretion of the Executive Principal/Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Name:

Signed:

Date:

**Person Specification: Design and Technology Technician****Key to identification:** A = Application I = Interview E = Exercise R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
Numeracy, literacy, and ICT skills equivalent to Level 2 or above	✓		A/I
Relevant professional training or development		✓	A/I
Recent safeguarding training		✓	A/I
Experience	Essential	Desirable	A/I/R
Working with or caring for children of relevant age.	✓		A/I/R
Have a strong interest in the areas of Design Technology	✓		A/I/R
Have experience of setting up Design workspaces as appropriate to the activities/work being undertaken.		✓	A/I/R
Have experience in any design related fields.		✓	A/I/R
Previous experience of raising purchase orders and adhering to financial procedures		✓	A/I/R
Knowledge and understanding	Essential	Desirable	A/I/R
Be pro-active and diligent when it comes to maintaining equipment and ensure appropriate resourcing for the activities/work being undertaken	✓		A/I/R
Have a good sense of health and safety: maintaining safe, clean Design related workspaces.	✓		A/I/R
Be prepared to develop their own practical skills and enjoy the creative process.	✓		A/I/R
Understand how to relate well to young people and adults.	✓		A/I/R
Effective time management.	✓		A/I/R
Effective and efficient organisation skills.	✓		A/I/R
Thorough attention to detail.	✓		A/I/R
Good understanding and ability to follow instructions.	✓		A/I/R
Committed to continual personal and professional development.	✓		A/I/R
Personal Qualities	Essential	Desirable	A/I/R
Work constructively as part of a team.	✓		A/I/R
Willing to work within organisational procedures and processes and to meet required standards for the role.	✓		A/I/R
Be resilient and demonstrates ability to work well under pressure.	✓		A/I/R
Able to adopt a flexible working practice.	✓		A/I/R
Excellent record of attendance and punctuality.	✓		A/I/R



Excellent communication skills	✓		A/I/R
Commitment to the Academy's Equality and Safeguarding policies	✓		A/I/R

► Reasons to work at The Mirfield Free Grammar / Great Heights Academy



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

