

Braunton Academy



'Aspire and Achieve'

**Permanent Part-time Design & Technology Technician
20 hours per week**

NJC Grade E16 to E22 (£14.66 to £16.26)

**Required for January 2025
(potential to start in role Mid-December 24 to enable
training)**

Closing Date for Applications:

12 noon on Monday 4th November 2024

Interviews: Friday 8th November 2024

Braunton Academy is rated 'Good' by OFSTED

Barton Lane

Braunton

North Devon EX33 2BP

Tel: 01271 812221

Academy Website: www.braunton.academy

Email applications: recruitment@braunton.academy

Principal: Mrs F Bowler

Students: Aged 11-16 number on roll: 810



October 24

Dear Candidate

RE: Permanent Part-Time Design & Technology Technician

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. As a highly-respected and trusted centre of the local community, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

As a school we are keen to be at the forefront of education and our innovative work is helping to create learners who are truly independent and will be able to thrive in the twenty-first century. Our ethos is underpinned by our focus on the key values of 'Character', 'Respect', and 'Community', and a culture for teaching that centres on *Trivium 21c* approaches where the tradition of grammar and knowledge form the foundations for questioning, reasoning, communicating and learning. Our focus on developing our students as *self-regulating and independent learners* makes Braunton Academy an exciting and unique place to learn, where all students make excellent progress through a desire to learn and succeed.

This is an exciting position for a suitably qualified candidate. You will be part of both a forward thinking and hugely successful Technology Faculty. Our Academy has a great history with our community, one of longevity and of success.

Please find enclosed the following information to help you formulate your application:

- Advertisement
- Job Description
- Person Specification
- Academy Mission Statement on Learning and Leadership

Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21st Century. Braunton Academy is a place where everyone is supported to succeed and it is a delightful place to learn and to work. I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application and working alongside you through this recruitment process.

Yours sincerely



Mrs Fay Bowler
Principal

Braunton Academy

Permanent Part-time Design & Technology Technician

20 hours per week NJC Grade E16 to E22 (£14.66 to £16.26)

We are seeking to appoint a permanent part-time Design Technology Technician to join the Technology Faculty. The Technician will support teachers in maintaining the smooth and safe running of the Workshop area. The post includes responsibility for preparation of materials, maintenance of equipment, ordering resources and stock control. Experience of working with tools, equipment and CAD machines preferred and a willingness to be flexible and work alongside young people is essential.

You will have a secure understanding of health and safety procedures. You will be enthusiastic, flexible, organised and methodical, with excellent attention to detail. The ability to prioritise a busy workload is essential, as is the need to meet deadlines whilst dealing with interruptions. Experience of working in a school environment would be an advantage but is not essential.

About our Design & Technology Faculty:

The Design & Technology Faculty aims to prepare students to participate in tomorrow's rapidly changing world by learning to think, design, develop and make creatively. It is about solving real world context-based problems and using a range of materials to create successful outcomes. Design thinking is at the heart of our curriculum.

We are a well planned, committed and passionate team of teachers and support staff. We aim to equip students with the relevant knowledge and safe working practices to serve them well in future educational and work settings. The ability to reflect and have a creative mindset is fundamental to what we deliver, building on traditional working practices that also incorporate and embrace new and developing technologies. The wide range of subjects offered under the umbrella of "Design & Technology" gives students a diverse range of experiences and skills that will prepare them for KS4 and their future.

We are a successful and supportive faculty that is widely enjoyed and respected by the pupils. Results are consistently good at GCSE, however, colleagues are not complacent and consistently strive for further improvement. We operate an open-door policy for all students to access additional support in non-curriculum time. This takes the form of structured sessions and informal sessions during curriculum and non-curriculum time.

The D&T team – currently comprising five teachers – three full time and two part time, and two part time technicians. All are enthusiastic and energetic practitioners, committed to providing a high-quality experience for students of all abilities and at both key stages. We aim to inspire and engage our students so they may develop as confident and competent creative thinkers.

The department is well equipped and well supported by the management of the school comprising of two fully equipped workshop spaces – wood work and metal work based, a higher spec ICT room including CAD software & laser cutter, a food kitchen, a textiles room and two further design based classrooms. All staff have their own laptops and three of the spaces have the higher spec desktop computers to facilitate the use of CAD software. Class sizes are reduced to permissible safe levels in our subject which ensures excellent levels of health & safety.

All staff who work in the Design & Technology faculty are passionate about the subject and its place in our ever-changing future, preparing pupils with the creative thinking skills that can be adapted to differing career roles.

At KS3 we deliver a range of projects that cover the following material areas:

- Resistant Materials.
- Electronics.
- Food & Nutrition.
- Textiles.
- Graphic Design / Design Communication.

At KS4 we offer the following courses:

- NCFE Level 1 / 2 Engineering.
- GCSE Design & Technology Product Design.
- GCSE Food Preparation & Nutrition.

Our vision is about securing positive futures for all of our students and providing a sustainable, high-quality educational provision for generations to come: every member of staff at Braunton Academy is a committed and experienced professional, dedicated to developing students' interests and inspiring them to be successful. We continue to develop our excellent teachers further so that they are able to increasingly apply a range of teaching methods to develop our students' ability to *think* and *reflect*. We look forward to you joining us to work with parents, carers and the wider academy community to realise this vision.

For further information about the post and an Academy application form, please visit the Academy www.braunton.academy, Recruitment section or ring 01271-812221 and ask for Mrs Hellmund.

To commence: 6th January 2025

Closing Date for applications: Noon on Monday 4th November 2024

Interview Date: Friday 8th November 2024

To apply, please download and complete the Academy Application form and email it to recruitment@braunton.academy Please note, if you have not heard from the Academy by Wednesday 6th November 2024, you have not been successful on this occasion.

Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students therefore an online check of publicly available information will be completed to assess shortlisted candidates' suitability to work with children. The successful applicant will also be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks.

Braunton Academy
Part-time Design & Technology Technician
Person Specification

Evidence source: **AF** = **Application Form**
 I = **Interview**
 R = **Reference**

QUALIFICATIONS AND TRAINING	
Essential	Evidence
1. A good general education, with GCSEs in English and Maths at Grade C or above, or equivalent	AF
2. Knowledge of Health and Safety procedures	AF/I
Desirable	
3. Professional Qualification in the areas of Workshop / Health & Safety.	AF
PROFESSIONAL SKILLS AND EXPERIENCE	
Essential	
4. Experience of Workshop use and maintenance.	AF/I/R
5. Workshop skills in woods, metals and plastics.	AF/I/R
Desirable	
6. Experience of Computer Aided Design and Manufacture	AF/I/R
ABILITIES	
Essential	
1. The ability to work constructively in partnership with all stakeholders, i.e. staff and students.	AF/I/R
2. The commitment to work in a positive, diverse and inclusive school ethos which values each individual and challenges any form of discrimination.	I/R
3. Good organisational skills and the ability to have a flexible and adaptable approach.	I/R
4. The ability to manage time effectively.	R
COMMITMENT	
Essential	
1. The promotion of Braunton Academy as a centre of excellence	I
2. Equal opportunities for all in the widest context.	I
3. Inclusion and the right for all to fulfil their potential.	I
4. The development of the professional effectiveness of all staff within the department.	I
5. Providing the choice and flexibility in learning to meet the personalised learning needs of every child.	I
PERSONAL ATTRIBUTES	
Essential	
1. Ability to work both under own initiative and also as part of a professional team.	I/R
2. Willing to undertake additional duties as and when required to ensure the smooth running of the school.	I/R
3. Be flexible, adaptable and maintain high levels of energy and enthusiasm coupled with a sense of humour and perspective.	I/R
4. Display commitment to the protection and safeguarding of children and young people.	I
Desirable	
5. Well-developed ICT Skills / an interest in developing further skills in connection with the Academy's CAD/CAM facilities.	AF/I/R

Braunton Academy
Part-time Design & Technology Technician
Job Description

Reporting to:	Head of Technology
Payscale:	NJC Grade E16 to E22 (£14.66 to £16.26)
Hours:	20 hours per week x term time Monday – Friday workings hours (negotiable)
Job Purpose:	To provide Design and Technical Support for the Technology Department

Key Responsibilities:

MAIN ROLE AND DUTIES:

1. Arranging servicing, testing, routine maintenance and operation of workshop equipment.
2. Preparation of materials for use by students.
3. Construct and set up demonstration aids in collaboration with Technology staff.
4. Issue and receive apparatus and material as required from stock.
5. General responsibility for cleanliness and tidiness of materials, preparation area and workshop equipment, including disposal of waste materials.
6. Checking and replenishing stock as directed.
7. Develop and improve racking systems for tools, components and materials.
8. Prepare material and assist KS4 students under guidance from teaching staff.
9. Help and assist with the setting up and use of CAD/CAM equipment & software, to aid teaching and/or have a willingness to learn proficiency in the use of this equipment.
10. In consultation with the Head of Technology, obtain quotes and place orders. Responsibility for following-up orders placed with Suppliers, verify goods received and maintain stock control.
11. Assist with administration in relation to Health and Safety. This includes servicing, daily, weekly, monthly and annually the checking sheets and record keeping in general. Labelling of resources for ease of retrieval.
12. Maintaining the overall good condition of the workshop, arranging repair or replacement of items where necessary.
13. Keeping a vigilant approach on safety procedures and be prepared to advise any student who is disregarding them and inform teaching staff.
14. Keep up to date with health and safety requirements and be prepared to have machine training.
15. Liaise with other staff from other departments (i.e. ICT technicians, Site staff, Estate Manager etc.) as and when required.
16. Liaise with external contractors/service providers, as and when required.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

BRAUNTON ACADEMY

MISSION STATEMENT ON LEARNING AND LEADERSHIP

LEARNING

Learning enables individuals to change and to grow, becoming independent and confident.

The Academy has a commitment to improving the quality of learning in:

- preparing people for their futures by:
 - encouraging creative thinking and reasoning
 - instilling self-confidence and self-esteem
 - developing Communication, Literacy, Numeracy and IT skills
 - encouraging life-long learning and problem solving
- recognising that individuals learn in different ways by:
 - using a variety of learning and teaching styles
 - changing the learning process according to need
 - providing opportunities for success for all
 - appreciating that learning is interactive
 - being adaptable and flexible
 - enthusing, challenging, stimulating and inspiring
 - nurturing and supporting
 - making learning fun and enjoyable
 - providing opportunities for independent and interdependent learning
 - understanding the learning process
- checking the effectiveness of learning by:
 - being clear about the learner's starting point
 - using a variety of assessment techniques
 - using assessment data constructively
 - seeking learner feedback
 - encouraging self-evaluation
- supporting the learning process by:
 - ensuring a safe, well-resourced environment
 - using the community to enhance learning
 - creating an atmosphere which is conducive to learning
 - having high expectations of all

Learning is for **all** members of the Academy community

LEADERSHIP

Leadership ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress
- sustaining a **culture** which:
 - respects and values all its members
 - is open and accessible
 - develops individuals and teams
 - challenges and motivates
 - listens and responds
- sharing and communicating:

- a love for **learning**
- an understanding of how people learn
- the belief that learning never stops
- actively engaging with the **community by:**
 - encouraging and enabling community involvement by students and staff
 - welcoming the community into Braunton Academy
 - developing business links
 - promoting the work and values of the Academy
 - supporting the life of the community

Leadership is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

MANAGEMENT

Management ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to:**
 - provide the highest quality learning and teaching
 - provide pastoral support for students and staff
 - monitor and evaluate the work of the Academy
 - ensure responsible behaviour
 - ensure a safe, secure and attractive environment
 - work with the community
- **using structures and systems which:**
 - are effective and efficient
 - define roles and responsibilities
 - define lines of support and accountability
 - ensure legal requirements are met
 - are simple and unbureaucratic
 - enable decisions to be taken at appropriate levels
 - use effective communication
- **providing value for money**

Management is not confined to a few people. It is exercised by all members of the Academy.