



# DT TECHNICIAN

## WELLFIELD ACADEMY



Dear Applicant,

Thank you for your interest in the DT Technician position at Wellfield Academy.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally in the Trust.

Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are committed to growing our Trust further and we are strengthening our central team to ensure we have the capacity to continue to support where we are needed most. All of our schools and our staff provide us with rich opportunities to learn from and with each other.

We strive to ensure that our family ethos is tangible; that we work as a team; that we want the best for everyone. We are also staunch in our commitment to working in a way which protects the wellbeing of our staff; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, collectively, in our classrooms, staffrooms, schools, our central team and across the Trust.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'DCL', with a stylized flourish at the end.

David Clayton  
Chief Executive

# ENDEAVOUR LEARNING TRUST

## OUR SCHOOLS



Dear Applicant,

Thank you for your interest in the DT Technician position at Wellfield Academy, a school within Endeavour Learning Trust.

You will be joining a well-established and enthusiastic team at Wellfield Academy, where you will not only have the support of your immediate team members, but the expertise of the Endeavour Learning Trust central team.

Wellfield Academy is an ambitious, growing and thriving school. At our school, students experience inspirational and challenging teaching, excellent pastoral care and a genuine belief that every child can succeed. The successful candidate will join us at an incredibly exciting time for the school. We are one of just a small number of schools nationally to be chosen for the Department for Education's Schools Rebuilding Project, which will see us move into a brand-new state of the art school in the coming years. In addition, our fantastic reputation in the local community has secured a significant growth in the number of students attending Wellfield. The number of families choosing Wellfield as their first-choice secondary school has more than trebled in the past three years and we are excited to welcome more staff into the Wellfield family as a result.

As a school situated in the heart of Leyland, one of our many strengths is our community spirit and family feel. Each student is known as an individual and supported by key staff, as well as being challenged to be the best they can be. At Wellfield, we believe that every child should be treated as we would want our own children to be. As a result, our students feel safe and valued in an environment where we find the right balance between support and challenge. Our mantra is 'Nothing but the Best' and this permeates everything that we do for every student and every member of staff. Our family ethos is tangible: we work as a team, and we want the best for everyone.

We are dedicated to developing students who are aspirational, inclusive of one another and rooted in their community. We are extremely passionate about ensuring the successful development of each individual child within an ambitious learning environment. Our students behave well, and they thrive in our warm and inclusive environment. We are proud of our significant improvement over recent years, and we will continue to provide the very best for each and every one of our students. However, we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr J Lewis  
Headteacher

## **DT Technician**

**Part time, Fixed term and Term time only**

**Grade 4 SCP 4-6**

**Salary: £23,151.49 - £23,893**

**Pro Rata: £8,145 - £8,406**

We are currently looking to appoint a Design Technology Technician to contribute to the smooth running of the Technology department and to provide technical support for the Teachers at Wellfield Academy. You will be joining a thriving department which incorporates Design and Technology, Food and Art. The ideal candidate will be proactive, have a passion for working with children and a willingness to work flexibly and collaboratively in a friendly and supportive environment.

As our new DT Technician, you will be responsible for the safe delivery of practical activities. This will involve ordering resources, upkeep, setting-up and clearing away equipment and materials, and mounting work for display, all whilst adhering to health and safety protocols in the department.

Why you?

- You are creative, flexible and kind in your approach to supporting children to achieve their best
- You demonstrate good communication skills and show commitment to working in a caring, supportive team
- You have a good understanding of the importance of Health & Safety and Safeguarding

Why us?

- Join a positive, supportive and encouraging team
- A fantastic Local Government Pension Scheme
- Free on-site parking
- A modern, well-resourced school environment with brand new school build planned for 2024
- 24/7 access to employee wellbeing services
- Encouragement of further and continued professional development
- Term time only employment which supports long holidays

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

## **ROLE DETAILS**

This role is part time (15 hrs per week), fixed term until 31<sup>st</sup> August 2025 and term time only. Hours are 8:15am-11:15am Monday to Friday.

## **HOW TO APPLY**

Please complete our application form in full and return to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org), along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9am on Friday 28<sup>th</sup> June 2024

Interviews are to be held on Wednesday 3<sup>rd</sup> July 2024

If you require any further information please contact our Recruitment Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org) or on 01772 817904

## **SAFEGUARDING**

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

## CREATIVES FACULTY



At Wellfield Academy we believe in high aspirations, creative solutions, clear boundaries and the genuine enjoyment that comes from the joy of learning and the pride of achievement and success.

The Creatives Faculty currently consists of the following curriculum areas: Art, Drama, Music, Design and Technology (including Food Preparation & Nutrition), Physical Education and Computer Science. The overall leadership of the Creatives Faculty sits with the Director of Faculty, a Design Technology specialist. The Creatives Faculty staff are passionate about their subjects and pride themselves in working together, promoting and developing enjoyment and interest in each of the subjects, to ensure that all students achieve their potential. The faculty is ambitious in its pursuit of excellence and provides an exciting range of opportunities both in class and as extra-curricular opportunities, in order to nurture the natural talent and enthusiasm of our students.

This post would support and complement the existing staff team in Design and Technology and Art which includes:

- Head of Creative Faculty – Design Technology Specialist
- Teacher of Design and Technology
- Lead Teacher of Art

### **GCSE Specifications:**

- GCSE Art & Design (Fine Art) – OCR
- GCSE Food Preparation and Nutrition – Eduqas
- GCSE Design and Technology – TBC (new course for September 2024)

## DESIGN TECHNOLOGY TECHNICIAN



### JOB DESCRIPTION

- To provide practical and administrative support for the teaching of Design & Technology.
  - To assist teachers and students during Design & Technology lessons.
  - To contribute to the overall ethos, work and aims of the school.
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- To prepare materials for lessons and projects, including the stocking of classrooms with materials, components, consumables and processing equipment, including project kits, either by teacher or student specifications as time allows.
  - To keep rooms, cupboards, sinks and worktops clean to the standards required by the teaching staff: keep stock rooms and equipment clean, tidy and in good order.
  - To produce 'jigs' and 'templates' fixtures to the specification of the teaching staff.
  - To maintain stock cupboards by raising orders, receiving equipment and materials & stock taking.
  - To ensure that safety notices are properly displayed.
  - To ensure all PPE (Personal Protective Equipment) is clean and available for example safety goggles, aprons.
  - To assist with the process of sourcing suppliers and the continued development of suitable suppliers.
  - To control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH, DATA and ESCC regulations are adhered to.
  - To liaise with the 'Site Manager' and external engineers for organising the maintenance and repair for any equipment and be responsible for the annual inventory/ PAT Test check of departmental equipment in accordance with appropriate Health & Safety guidelines.
  - To undertake lunchtime duties
  - To attend staff training as appropriate
  - To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
  - To comply with the schools health and safety rules, reporting any health and safety concerns to the Site Manager.
  - To work within the Trust's policies and procedures
  - To contribute to the provision of an effective environment for learning
  - To support and encourage the Trust's ethos and its objectives, policies and procedures.
  - To uphold the Trust's policy in respect of child protection and safeguarding matters
  - Undertake any other duties reasonably requested by the CEO/Headteacher

## PERSON SPECIFICATION

	KEY CRITERIA	Essential (E) or Desirable (D)
<b>QUALIFICATIONS</b>	NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E
<b>SKILLS AND ATTRIBUTES</b>	Experience of working in a relevant classroom/service environment	D
	Experience of administrative work	D
	Experience of working within a school environment	D
	Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E
	Demonstrate they have successful experience with materials and procedures subject to COSHH regulations	E
	Demonstrate they can prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail	E
	Problem solve and create innovate solutions	E
	Demonstrate that they can develop effective working relationships	E
	Demonstrate they have a positive approach to customer care and service delivery	E
	Ability to form effective and appropriate working relationships/boundaries with young people	E
	Ability to work accurately under pressure and to tight deadlines	E
<b>PROFESSIONAL AND PERSONAL ATTRIBUTES</b>	Operate a computer and other standard office equipment	E
	Able to use own initiative and work independently with general supervision	E
	Understand and carry out written and oral instructions	E
	Be honest and trustworthy	E
	Be respectful and polite	E
	Possess cultural awareness and sensitivity	E
	Ability to deal with confidential matters in a professional manner and to maintain confidentiality	E
	Show initiative	E
<b>OTHER</b>	Good communication skills	E
	Demonstrate sound work ethics	E
	A commitment to contributing to the wider school, Trust and its community	E
	Clearance through the Disclosure and Barring Service	E



	Compliance and adherence to the documents 'Keeping Children Safe in Education' 'Guidance for Safer Working Practice' & 'Guidance for Conduct'	E
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