



Appointment of Design Technician

APT&C Grade 5 (£25,584 - £26,409)
37 hours per week

Dear Applicant

Thank you for taking an interest in this position at our school. The information provided is intended to help you decide if we are a school you would like to join. I would also encourage you to look at our website (www.gshs.org.uk) which contains information that will give you a flavour of our achievements and ethos.

George Stephenson High School is an 11-18 Trust School of 1204 students, 112 of whom are in the Sixth Form. We also have 36 guest pupils in the Sixth Form from our collaborative partner school. We have 134 staff, 80 of whom are teachers, 54 are associate/support staff. Our school has a really positive ethos, with very strong pastoral and academic guidance and a real emphasis on learning in everything we do. I genuinely believe the support, care and welfare of our students is second to none. This school is and will always be a fully inclusive school which puts the students at the very centre of all that it does. We want it to be a school that is always a happy, safe and enjoyable place to be. Further to that we want the school to be at the very heart of the local community and to become the school of choice of all who live here.

At George Stephenson High School, we believe we offer the best education possible for all of our young people, as well as a warm and friendly atmosphere. We value the individual differences of our students, encourage them to succeed in everything they do and help them to become caring, confident and responsible young people. We strive to achieve this through providing excellent teaching, fostering the very best relationships, having a personalized and enriched curriculum, having the highest aspirations for all of our students and developing strong partnerships. We also want the school to be at the very heart of the local community and to be the school of choice of all who live here. We are a popular, inclusive and oversubscribed school that is central to our community. The roll has grown from 850 in 2010 to over 1200 today. We are delighted that we will be oversubscribed again next year (for the fifth consecutive year) and have welcomed 228 new students into Year 7 in September.

The level of communication with and support from parents is excellent. We have a regular and well-attended Parents Forum and a wide range of evening Parental Engagement events are held. Attendance at Parents Evenings was over 80% last year – this figure has increased every year for the last five years. Over 500 parents filled in the survey we administer on these evenings and the results were very positive indeed. 97% feel their child is happy here, 98% feel they are both safe and make good progress, 99% feel they are well taught here, 98% feel the school is well led and managed and over 95% would recommend our school to another parent. We are delighted that so many parents are choosing our school and are so positive about it and we believe that this shows a great deal of support from our local community.

Our most recent Ofsted inspection was in November 2019 and we are delighted to report that they judged our school to be Good overall, and indeed Good in every single category. We believe that this is a real testament to our students and staff and to how hard we have all worked and how committed we are to providing the best possible educational experience for all of our students. Staff, students, parents, carers and governors all play their part and this report is a reflection of the effort, enthusiasm and determination that they display every day. In the report, Ofsted say that **“staff have high expectations for pupils and each other. This is a key ingredient of the school community. During lesson visits, pupils were attentive and respectful. There are strong relationships between teachers and pupils. As a result, pupils have achieved better examination results in a wide range of subjects since the previous inspection”**. The care, guidance and support that we provide for our young people was again praised, with Ofsted saying that **“staff are well trained to look after and care for pupils. They understand the school’s safeguarding procedures. They are aware of the need to share any concerns with appropriate people. They do so in a timely manner. Pupils know there is always somebody to talk to when they need help. Pupils know how to keep themselves safe.”**

They said lots of positive things about the relationships in our school, saying that good relationships and mutual respect exist between students and staff and that our young people are keen to learn and behave well.

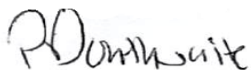
They also said that the behaviour of students is good, that they manage their conduct well, both inside and outside of the classroom and that they know what is expected of them. As we have always said, our students are a credit to us all and we continue to be immensely proud of them. Inspectors also stated that the care and guidance we offer our students is strong and that we prepare students well for life after school. As a result, the percentage of students going onto successful careers or further education is well above the national average. Personal development, behaviour and welfare were all identified as real strengths of the school. Indeed Care, Guidance and Support at George Stephenson High School have been graded as good or outstanding in our last four Ofsted inspections. This is a result of our pastoral guidance systems in school, the aim of which is to support the learning and development of each individual student through the encouragement of regular attendance, punctuality, good study habits, good behaviour and a positive attitude, and by the monitoring of progress, regular target setting and celebration of achievement.

The school is organised into year groups which are split into a number of separate tutor groups. Each year group has a full time non-teaching Guidance Manager who stays with the year group from Year 7 to Year 11 and so gets to know every student very well. Guidance Managers are generally the primary point of contact for parents wishing to discuss progress or problems with the school. They support the work of the form tutors and deal with difficulties referred to them by the tutors or subject staff, as well as recognising and rewarding all positive aspects of students' life in school. Each year group is also supported by a teaching Achievement Support Coordinator who acts as a mentor to students of all abilities. The tutor groups, under the leadership of the Guidance Manager, remain together with the same form tutor through years 7 to 11, meeting for registration periods daily, and in some subjects are taught as a class group in the younger years. A strong sense of coherence and team working is developed over these years. The form tutor has day to day responsibility for our students' welfare whilst they are in the school and have a very important role to play in helping them to settle into their new school. They also closely monitor and track their academic progress, support them to reach their targets and help detect and solve any problems which may arise.

This role combines technical design support with essential school duties, including cover supervision, first aid, and fire safety. The Design Technician will play a key role in ensuring that students receive high-quality, hands-on learning experiences in **Applied Studies, Art, and Design Technology** while contributing to the overall safety and management of the school environment.

We have made real progress recently and are proud of what we have achieved so far. However, we know that we have the capacity to improve still further and our work continues to focus on improving practice in the classroom. We are a forward-looking school, committed to giving our students the best possible educational experience. Although increasingly successful, we are not a complacent school. There are many aspects that we can improve further and our challenge is to do this without compromising our existing strengths. George Stephenson High School is a great place to work, with fantastic staff and talented students. I took on the Headship of this wonderful school in September 2022 and am truly very excited about the future. I hope you are enthused by the enclosed information and choose to apply.

Please submit a letter of application (no more than two sides of A4) and a completed application form for the attention of Mrs Angela Cowen (Headteacher's PA) by noon on 3rd February 2025. May I take this opportunity to thank you for your interest in our school.



PETER DOUTHWAITE
Headteacher

Design Technician (Applied Studies, Art, and Design Technology)

GRADE: Grade 5

Contract: 52/52

RESPONSIBLE TO: Curriculum Leader: Applied Studies **and** Curriculum Leader: Design

Main Duties of the Post

The **Design Technician** will support a broad range of activities across **Applied Studies, Art, and Design Technology**, contributing to the development, prototyping, and production of creative and technical projects. This role combines artistic and technical skills to assist in creating high-quality educational resources and practical learning experiences for students. In addition to core design and technical duties, the post holder will take on additional responsibilities as a **Cover Supervisor, First Aider, and Fire Warden**, ensuring the safety and wellbeing of students and staff within the school environment.

Key Responsibilities:

1. Design and Technical Support:

- Assist in the development of design projects across **Applied Studies, Art, and Design Technology**, including prototyping and the creation of practical learning materials.
- Support students and staff with hands-on tasks, using digital tools (e.g., CAD software, 3D modelling) and traditional techniques (e.g., woodworking, metalworking, textiles) for creating prototypes, artwork, and design projects.
- Maintain design technology equipment and resources, ensuring that tools, machinery, and materials are in good working order.

2. Prototyping and Fabrication:

- Help create physical models and prototypes for design technology projects woodturning, using CNC Router, Lathe and Laser, pillar drill, handsaw, circular saw and planer/thicknesser.
- Assist in the preparation of materials for classroom activities and practical lessons, ensuring that students have access to appropriate resources.
- Support the maintenance of a safe and organised workspace, ensuring all equipment is set up and ready for use in lessons.

3. Classroom and Learning Support:

- Work closely with teachers to ensure smooth delivery of practical lessons, assisting in managing classroom activities and helping students with design tasks.
- Provide one-on-one or small group support to students as needed, assisting with their learning and development in areas such as art, design technology, and applied studies.
- Support the preparation and setup of practical projects and coursework for students, ensuring that all materials and resources are available and ready for use.

4. Cover Supervisor Duties:

- Act as a **Cover Supervisor** in the absence of a teacher, ensuring that students continue their learning activities as directed by lesson plans.

- Manage classroom behaviour effectively, ensuring a productive and respectful environment for students during lessons.
- Provide additional support during practical lessons, ensuring that students adhere to health and safety guidelines while engaging in activities.

5. First Aid Responsibilities:

- Serve as a **First Aider** within the school, offering immediate assistance in the event of a medical emergency or injury.
- Administer basic first aid as needed, following school policies and procedures.
- Maintain accurate records of first aid incidents and report any concerns to the appropriate staff members or authorities.

6. Fire Warden Duties:

- Act as a **Fire Warden** for the school, ensuring that all safety procedures are followed in the event of a fire or emergency evacuation.
- Assist in conducting regular fire drills, ensuring that all students and staff are aware of the emergency procedures.
- Monitor the safe and effective evacuation of staff and students during drills or real emergencies, ensuring that all areas are cleared and that individuals with special needs receive appropriate assistance.

7. Health and Safety:

- Ensure that all design technology equipment and classrooms are maintained in compliance with health and safety regulations.
- Monitor students and staff for safety during practical lessons and activities, providing guidance on the correct use of tools, machinery, and materials.
- Participate in regular safety checks of classrooms, workshops, and other areas to maintain a safe working environment.

8. Administrative and Organisational Support:

- Maintain accurate records of student projects, materials used, and any incidents related to health, safety, or first aid.
- Assist with the preparation and organisation of learning materials, classroom setups, and equipment for various design and art projects.
- Assist in ordering and managing supplies, ensuring the availability of required resources for lessons and projects.

9. Professional Development:

- Engage in ongoing professional development to enhance technical and teaching skills, as well as to stay updated on industry trends and safety regulations.
- Participate in training sessions related to first aid, fire safety, and classroom management as required.

10. Support for the School:

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings, as required.

- Participate in training and other learning activities and performance development, as required
- Assist with the supervision of students out of lesson times (clubs, extra-curricular activities, etc).
- To safeguard and promote the welfare of young people.

General

To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher.

I agree that the Job Outline is a fair and accurate statement of the requirements of the job.

Job Holder Date.....

Line Manager Date.....

Person Specification

Post
Grade

Design Technician
Grade 5

Area	Criteria	Requirement
Skills/Knowledge/ Aptitudes	<ul style="list-style-type: none"> • Can use ICT effectively to support learning • Ability to maintain a range of tools and equipment • Ability to prepare equipment and materials for lessons, as requested by teaching staff • Ability to work in an organised and methodical manner • Ability to identify work priorities and manage own workload • Ability to establish positive relationships with pupils • Ability to maintain accurate work records and maintain inventories • Knowledge of Health and Safety legislation • Knowledge of COSHH regulations in relation to the safe handling and storage of chemicals • Knowledge of safe working practices in relation to the handling and usage of hazards equipment and tools • Knowledge of a range of design techniques • Knowledge of thermoforming plastics 	Essential (ALL)
Qualifications and Training	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills • GCSE (A-C or equivalent) in English and Maths • Appropriate certificates for wood-turning, CNC Router, Lathe and Laser, pillar drill, handsaw, circular saw and planer/thicknesser. • First Aid (training will be provided) • PAT (training will be provided) 	Essential Essential Desirable Desirable Desirable
Experience	<ul style="list-style-type: none"> • Experience working with children of relevant age in a learning environment. • Experience of undertaking a range of design-related tasks. • Previous experience of working in a design technology environment. • Experience of using creative software such as Adobe Photoshop, 2d/3d Modelling software and office applications • PAT trained, good health and safety knowledge, first aid certification. • Experience of Screen Printing and other art based techniques. 	Desirable Essential Essential Essential Desirable Desirable