Langley Grammar School

Design Technology Assistant
Application information

Langley Grammar School
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Berkshire
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www.lgs.slough.sch.uk

August 2019

The School

Langley Grammar School is a co-educational state selective school with 1100 students on roll, of whom 300 are in the Sixth Form. The school was founded in 1956, and is one of four grammar schools serving the borough of Slough and the surrounding area. The aim of the school is to enable students to fulfil their potential and achieve high standards within an academic and friendly environment that stimulates and challenges them. Great emphasis is also placed upon participation in a wide range of cultural, social and sporting activities. Parental support for the school is strong, and we are heavily over-subscribed. Each year approximately 150 students are admitted into 5 forms in Year 7, with typically another 20 or so entering Year 12 from other schools.

The school occupies a 16 acre site in Langley, close to the M4, M40 and rail links into London. The site has benefitted from a substantial building programme over the last few years, with new classrooms, sports centre, astroturf and most recently a Sixth Form Centre with a 200-seat lecture theatre and specialist classrooms.

The school was last inspected in March 2007, when it was judged to be outstanding in all categories.

You can find further information about the school on our website at www.lgs.slough.sch.uk and you are very welcome to visit us.

"Langley Grammar is an outstandingly effective school that deserves its very good reputation."

Ofsted report, March 2007

Our students

The school is a well ordered and respectful community that encourages students to develop self discipline, independence of thought and consideration for others; students are polite, courteous and well-motivated. They are high-achieving; the great majority stay on into the Sixth Form, achieve very good A-level grades and move on to degree courses.

"Students make very good progress … their achievements are outstanding, both academically and personally."

Ofsted report, March 2007

Our staff

We have 130 staff; 90 teachers (80 FTE) and 40 support staff.

Our staff are professional, innovative and committed to the academic and personal development of the students. The school has a strong community ethos and staff support for students is outstanding.

All staff are entitled to an annual Professional Review, and to high quality induction and on-going professional development. All teaching staff belong to groups led by trained Professional Tutors who work to develop teaching and learning through lesson observation and coaching. Staff frequently contribute to working groups to develop aspects of school policy. Career development is an expectation for all; we provide opportunities for staff to advance within the school, and we offer support for those who wish to find promotion elsewhere.

"The excellent care students receive, as well as the excellent teaching and curriculum play a key role in students' personal and academic achievements."

Ofsted report, March 2007

Details of vacancy – Design Technology Assistant

We are looking to recruit a part-time Design Technology Technician supporting the work of the technology department particularly in the preparation and cleaning relating to practical work.

Reporting to the Subject leader, the post is likely to involve any of the following:

- assisting with the preparation of materials for teaching and learning
- Maintenance of machinery and equipment in the Product Design workshop to ensure students work safety
- maintaining and replenishing stock of materials and equipment
- supporting teachers and students in the classroom as appropriate
- Routine administration requiring proficiency in the use of computer software including word-processing, spreadsheet, database and CAD/CAM.

See below for the job description, person specification and how to apply.

Design Technology Technician – job description

Job title	**DESIGN TECHNOLOGY TECHNICIAN**
Salary range and contract	NJC Scale 3, points 14-17. This is a part time, term-time only position, 27.5 hours per week.
Line management	The Design Technology Technician is responsible to the Subject Leader for Design Technology.
Purpose of the role	
To support the work of the technology department through the organisation and maintenance of workshop equipment and resources and to support the work of the curriculum as appropriate.	
Operational responsibilities	
• develop and maintain high quality workshop services. • maintain and improve all aspects of curriculum support in design technology, including workshops, equipment, resources, stock, storage and safety. • support the development and delivery of Computer Aided Design and Manufacture. • support the development and managing of design technology facilities and resources and contribute to the work of the curriculum area as appropriate and required. • ensure the safe and effective operation and use of machinery, equipment and materials as required. • organise and manage equipment, materials and resources, including orders, records and repairs. • prepare equipment and materials for workshop use. • liaise with the Assistant Business Manager in relation to health and safety matters and report directly to the Health and Safety Committee. • assist teaching staff in promoting and raising the profile of DT within and outside the school.	

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Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

S/he shall be subject to all relevant statutory and institutional requirements.

To uphold the school's policy in respect of child protection matters.

The postholder may be required to perform any other reasonable tasks after consultation.

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 constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

All staff participate in the school's performance management scheme.

DESIGN TECHNOLOGY TECHNICIAN: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience: • Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and Mathematics. • Relevant experience of working within a workshop or similar environment including diagnosing and solving problems with equipment/tools.	**Qualifications and experience:** • Further or higher education qualification relevant to the field. • Certificate for testing electrical equipment. • BTEC/TEC Certificate or City & Guilds or equivalent qualification/s in appropriate workshop subjects • Experience of working in a school or similar establishment. • Experience of training staff. • Experience of using CAD/CAM software applications. • First aid qualification or willingness to gain one.	Application form Letter of application Application form References Interviews Certificate/s (to be available at interview)
Knowledge and skills: • Ability to build and form good relationships with colleagues and students. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Ability to absorb and understand a wide range of information.	**Knowledge and skills:** • Working knowledge of national requirements regarding curriculum delivery of design and technology. • Working knowledge of behaviour management strategies. • Working knowledge of completing risk assessments.	Application form Letter of application References Interviews
• Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Good standard of numeracy and literacy skills. • Good working knowledge of a range of ICT software, hardware and other resources. • Can proficiently use computer software including word-processing, spreadsheet, database and internet		

Essential	Desirable	Evidence
systems. • Working knowledge of relevant policies, procedures, regulations/legislation eg health and safety and COSHH. • Working knowledge of maintaining and repairing workshop tools and equipment. • Ability to work independently with a number of resistant materials.		
Personal qualities: • Enjoys relating to and working with young people • Ability to show initiative and to prioritise one's own work even when under pressure • Able to follow direction and work in collaboration with line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community.		Interviews Letter of application References Interviews

Application process

Please complete the Langley Grammar School application form and a letter supporting your application. Your letter should take account of the person specification, and should

- Explain why you are applying for the post,
- Outline the relevant experiences you believe have prepared you for this post,
- Describe the skills and attributes you will bring to the role.

The School's application form must be completed in full. CVs on their own are not accepted.

Completed applications should be sent to:

Mrs Harpreet Toor, Subject Leader for Technology
Langley Grammar School, Reddington Drive, Langley, Berkshire, SL3 7QS

Applications by e-mail are acceptable; please send to **harpreettoor@lgs.slough.sch.uk**

Deadline for applications: Monday 09 September 2019 at 12noon

Interviews will be held during week commencing 16 September 2019

References
Please note that it is our normal practice to take up references. Your referees must include your most recent employer; references from friends or relatives are not acceptable.

Safeguarding
Langley Grammar School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers. The successful applicant will be subject to an enhanced disclosure check with the Disclosure and Barring Service.

Equal Opportunities
Langley Grammar School will not discriminate directly or indirectly through applying conditions or requirements which cannot be shown to be justified. We will not discriminate on the grounds of race, gender, nationality or origin, marital status, disability, economic status, sexual orientation, age, trade union, political or religious belief, or responsibility for dependants.

Disability Statement
Langley Grammar School will give favourable consideration to application for employment made by people with disabilities having regard to their particular aptitudes and abilities. A disability or health problem does not preclude full consideration for the job and applications from suitably skilled people with disabilities are welcome.