

**ADMIRAL LORD NELSON SCHOOL**

**DUNDAS LANE**

**PORTSMOUTH**

**PO3 5XT**

**Tel: 023 9236 4536**

**Email: admin@alns.co.uk**

**Headteacher: Chris Doherty**

**Design Technician**

Salary: Band 3 £21,104 (£23,152 full time equivalent)

Hours: 37 per week, 41 weeks per year (term time plus 2 weeks)

Contract: Permanent

Start date: As soon as possible

Closing date: Midday on Friday 7th June 2024

Dear Prospective colleague,

Thank you for your interest in working here at Admiral Lord Nelson School. 98% of staff would recommend working at Admiral Lord Nelson School to a colleague looking for a new position. (February 2023 survey).

Please find details of the post together with information about our school!

Salterns Academy Trust is a learning community where every member of staff understands the difference they can make to our students’ outcomes, both academically and to their personal development. Our commitment to being a UNICEF Rights Respecting School is at the heart of our inclusive ethos and curriculum, with mutually respectful relationships forming the foundation of our happy, successful school.

We are looking for an enthusiastic person who wishes to work within the Design department within a school. Training will be given for all aspects of the role, however, experience in one or more of the Design areas would be favourable. This role is varied and will suit someone who likes a challenge where no two days are the same.

This role is for someone who has excellent interpersonal skills, is courteous and well-mannered and an articulate team player. You should have the ability to communicate professionally to all both orally and in writing. You should have good organisational, planning and follow through skills and have strong computer skills. You must have the ability to exercise discretion and maintain confidentially.

All applicants must be qualified to GCSE A\*-C or equivalent in at least English and Maths.

Salterns Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. **Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found.** We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks. *\*\*Please note an online search will be conducted at the shortlisting stage\*\**

If you are interested in joining our amazing team of staff, we’d love to hear from you! Informal visits from those who are interested in finding out more about the role are welcomed.  We look forward to discussing what unique skills you could bring to the role and how we could help support you in the next steps of your career. Please contact our Director of Design, Louise Clooney: [lclooney@alns.co.uk](mailto:lclooney@alns.co.uk) to arrange an informal visit.

Admiral Lord Nelson School Employee Benefits:

* Excellent CPD opportunities and career progression
* Employer contribution to the Local Government or Teacher Pension Scheme
* Employee Assistance Programme
* Opportunity to sign up to the bike2work scheme
* Free parking

Alternatively, candidates can apply for this post by returning a completed application form**, found on the school website** [www.alns.co.uk](http://www.alns.co.uk), together with a letter of application (maximum 2 sides of A4) by Midday Friday 7th June 2024. Candidates should send their completed application to [recruitment@alns.co.uk](mailto:recruitment@alns.co.uk)

All applications will be acknowledged, and unsuccessful candidates will be notified by email.

*Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.*

*Working within a School is exempted from the Rehabilitation of Offenders Act 1974.*

*You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:*

* *All unspent convictions and conditional cautions.*
* *All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).*
* *If you have been barred from working with Children and/or Adults at risk.*

*The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.*

*The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.*

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.*

*Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.*

[*Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)*](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

*The filtering rules were updated on 28 November 2020 as follows:*

* *warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate*
* *the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed*

**JOB ROLE: Design Technician**

**PAY BAND: Band 3**

**HOURS: 37 per week/41 weeks per year (Term Time + 2 weeks)**

**REPORTS TO: Curriculum Director for Design**

Admiral Lord Nelson School is a learning community where every member of staff understands the difference that they can make to our students’ outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school’s professional development.

Admiral Lord Nelson School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purposes:**

* To support the learning of students in Art, Food, 3D Design, Photography and Textiles by providing the technical advice and support in the practical and technical aspects of the Design curriculum by preparing, providing, maintaining, organising and managing resources for safe and secure practices.
* To work within the classroom with students as directed by the teacher supporting safe and sensible behaviour during practical tasks. Demonstrate practical skills to students and support them when they use these skills in the classrooms across the Department.
* To be able to prioritise own work and be versatile in working across all areas of the Design Department.
* Improving the learning environment of the school in completing construction commissions.

**Accountabilities:**

1. Design Department:

*The following duties relate across the Design Faculty and will be required to be carried out when assisting in any of the following areas: 3D Design, Photography, Textiles, Food Technology and Art.*

* 1. Set up demonstration equipment, prepare and construct materials/equipment, physical demonstration/operation of equipment for members of staff when this requires the application of acquired skills within the Design Department.
  2. Assist in the setting up of resources prior to lessons including the preparation of materials and related equipment used.
  3. Assist with the learning of students within the Design department, by demonstrating practical skills when required.
  4. Demonstrate the correct and safe use of equipment for students and staff providing continuous support and advice on safety during practical work.
  5. Prepare the project materials, including Year 11 Final Projects, as prescribed by the Design Department teaching staff via authorised cutting lists.
  6. Carry out routine duties to ensure the efficiency of the department:

1. Top up consumables, tapes, paper, graphics equipment, paints, clay, off-cuts etc as required.
2. Ensure each room is supplied with hand towels.
   1. In accordance with Health and Safety regulations, maintain and take care of the stock and equipment, including periodic visual and/or physical safety checks:
      1. Routine day to day maintenance of machinery and equipment
      2. Routine visual checks of equipment to include power leads, safety guards, furniture, safety goggles, cookers, sewing machines and art equipment
      3. Organise and maintain the orderly and safe storage of consumable materials in the Department’s stores.
      4. Organise the annual or periodic servicing of machines and equipment and maintain in working
      5. Check the condition of tables, work benches and vices
3. Order materials associated with the Design Department and maintain an order book ensuring best value for the school, including local shopping and the craft bank. This will include food shopping.
4. Maintain an order book that includes copies of all orders and running totals of money spent.
5. Control and safely store hazardous substances, specialised solutions and chemicals ensuring they are kept securely locked and their use is controlled solely by the Design Department.
6. Have an active role in arranging/changing displays in the classroom as directed by the Curriculum Leader: Design.
7. Perform administrative duties within the department including the collection of monies and photocopying.

2. Duties specific to Food Technology:

1. Support the students during their lessons including working with small groups.
2. Undertake to keep all resources, equipment, shelves and cupboards (inside and out) clean, including the cleaning~~,~~ microwaves, fridges and freezers.
3. Ensure the linen (tea towels and aprons) is washed on a daily basis and repaired if necessary.
4. Assist the teacher in preparing and clearing away materials and equipment for lessons.
5. Assisting in Health and Safety standards.
6. Contribute to the planning, development and organisation of systems and procedures.
7. Take photographs for evidence of learning and printing and uploading online.

3. Duties specific to Art:

* 1. Support the students during their lessons including working with small groups.
  2. Recycle and organise clay, keeping the clay area safe
  3. Load and unload the Kiln.
  4. Refill and clean paints.

4. Accountabilities within Whole School

1. To promote restorative practice at every opportunity, in meetings and communications, with parents, students and colleagues, to maintain the strong, inclusive ethos of the school.
2. To participate in professional learning (including INSET and twilight INSET sessions) and own appraisal meetings, contributing to the identification of own professional development needs and attend relevant meetings.
3. To participate professionally in own line management meetings, appraisal review meetings and team meetings.
4. To actively use Restorative Approaches to maintain and build relationships with staff, students and parents.
5. To participate in the Personal Development curriculum for our students, leading and support events as required.
6. To be a co-tutor
7. To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.
8. To promote students wellbeing by undertaking supervision of students during breaktimes as timetabled.
9. To support in the supervision of student transitions, between lessons, during the school day under the direction of Line Manager/Senior Leader.
10. To establish and maintain positive, professional relationships with students, staff and parents.
11. To take responsibility for your own wellbeing.
12. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.