

WIRRAL GRAMMAR SCHOOL

A Business and Enterprise School for Boys

Application information for the post of: **Design Technology Technician**

“Pupils enjoy a wealth of high-quality opportunities that reflect leaders’ aim ‘to develop each individual’s potential to the full’ Ofsted 2022

WIRRAL GRAMMAR SCHOOL FOR BOYS

Cross Lane, Bebington, Wirral, CH63 3AQ
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EMAIL: schooloffice@wirralgrammarboys.com
WEBSITE: www.wirralgrammarboys.com

Headteacher: S P Ascroft BSc MA(Ed) NPQEL



Dear Applicant

Design Technology Technician

Thank you for your interest in the position of Design Technology Technician at Wirral Grammar School for Boys. We are looking for an enthusiastic, committed and organised individual who is a team player, enjoys working within a busy environment where no two days are the same and has a flexible approach to working arrangements.

The information contained in this pack will help you to not only understand the post which is being advertised, but also give you a sense of life at Wirral Grammar School for Boys.

Our students achieve excellent examination results. In 2023 at A level over 30% of all grades were A*- A and 80% at A*- C. In GCSEs, 94% of all grades were 9 - 4, with an estimated progress 8 score of 0.38. However, an education at WGSB is focused upon much more than that. We believe that by offering a variety of experiences and seeing participation rates in extra-curricular activities regularly top 90% in each year group, our students find a place where they feel that they belong. Happy, healthy students achieve great outcomes.

This is true for our staff too. We have put in a huge amount of effort over the past couple of years to remodel teaching and support staff structures and ways of working. Staff wellbeing is at the very centre of our INSET programme this year and we are constantly looking at ways to reduce unnecessary workload; we want WGSB to be an employer of choice.

If you are interested in this position, it is important that you share our school values and the vision of providing the best quality education for bright young people across the Wirral, regardless of their background.

Please note that the closing date for applications is Monday 15th January 2024 at Noon. Completed applications should be emailed with all accompanying documentation to Mrs Anna Groves at recruitment@wirralgrammarboys.com (please refer to the application process at the end of this document).

I wish you well in your application.

Yours sincerely

Mr S P Ascroft
Headteacher

Design Technology Technician

Salary: Grade 3, SCP 6

Salary: £23,893 FTE

Actual Salary - £20,734.50 Per Annum

Hours: 36 hours per week.

Contract type: Permanent – 39 weeks per year

Responsible to: Head of Design Technology

This is an excellent opportunity for a suitably experienced and motivated person to assist in the smooth running of our Design Technology Department.

Design & Technology

Design and Technology is taught in a modern centre with five specialist areas: a design office; a hard resistant materials (metals) workshop; a soft resistant materials (woods/plastics) workshop; a sixth form workshop and specialist materials preparation area. This subject is taught to all boys in key stage 3 throughout the year. We have a good uptake at GCSE in Product Design and we run a successful A-level course.

In recent years we have introduced and developed the use of a wide range of computer aided design (CAD) and computer aided manufacture (CAM) programmes and incorporated them successfully into much of our teaching. While it is a small, close team of teachers, there have been many boys who have gone on to very lucrative and successful careers and apprenticeships with universities and local companies.

Core purposes of this role

The core purposes are:

- To provide technical support for Design Technology including the preparation of teaching aids, displays, information and materials, the setting up and clearing away and the cleaning of equipment and materials, under the guidance of the HOD or any member of the department.
- To clean and maintain routinely any tools, equipment, stock or hardware to be used by teachers or pupils.
- To undertake constructional work including making some ancillary equipment for use as teaching aids.
- Photocopying and recording to be carried out as required.
- In the event of staff absence to ensure that cover staff have the work set by the regular teaching staff in the appropriate place at the appropriate time to ensure that pupils' education is disrupted as little as possible.
- To check and ensure cleanliness of safety equipment i.e. safety goggles to be washed/replaced.
- To manage all storage areas so that all stock is labelled and/or easily found.
- To check and maintain all hand tools, hand power tools and basic machine tools (including sharpening

and setting).

- To regularly service and maintain a number of machines in the technology building e.g. sanding machines, planer thicknesser, circular saw, dust extraction, laser cutter, CNC router, etc.
- To provide practical classroom support under the direction of the DT staff.
- Preparing materials for use in the classroom.
- To keep a check of stock materials and undertake unloading and storing of materials from outside suppliers (if this is possible).
- To order materials and equipment.
- To ensure operation within the Health and Safety guidelines and codes including maintenance and storage of goods and equipment in accordance with agreed practices.
- The regular inspection and maintenance of workshops and other DT related work areas as directed and, according to the Health and Safety at Work Act.
- A degree of flexibility in arranging timetable commitments in association with HOD
- Such other duties as may be reasonably allocated by the Senior Management Team or Head of Department.

Additional duties outside of the DT Department

- To regularly check and test electrical components with special regard to their safe use (PAT).
- Audio Visual maintenance of electrical components.
- To occasionally act as a Cover Supervisor (supervising whole classes in the case of the absence of a member of the teaching staff).
- To occasionally assist in the invigilation of examinations.
- To occasionally assist with the Food Technology Department

Skills and competencies required

- Suitable experience in providing support to a Design Technology Department.
- Working knowledge of the Health & Safety at Work Act.
- Experience of checking and maintaining DT workshop tools and equipment.
- Experience of PAT testing
- Experience of managing stock.
- Willingness to assist in the preparation and development of teaching and learning materials.

NB. Experience of PAT Testing (desirable) or a willingness to take part in training.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safeguarding Children

- Please note that Wirral Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- As part of the selection process, the interview will explore your perspectives on safeguarding young people in terms of a school context.

What we are able to offer

- A high level of support with access to training where required.
- An in-house CPD programme that encourages professional development.
- A well-resourced Department
- Students who are highly motivated and want to achieve
- An ICT rich environment

LIFE AT WGSB

WGSB is an oversubscribed boy's grammar school of more than 1000 students aged 11 to 18, including sixth form of over 260. We are one of 163 selective Grammar schools in England. We are a stand-alone academy. Increasingly we are seeing external applicants join the sixth form which is further energising our student body. In 2021 we celebrated the school's 90th anniversary.

We are very much a community-centred and inclusive school. The socio-economic mix of our school is not typical of other grammar schools and as such we believe that academically minded and talented students, regardless of their background or needs, should have equal opportunities to benefit from a grammar school education.

Our school motto is '*Sapientia Ianua Vitae*' or 'Wisdom is the Gateway to Life'.

At the end of our 90th year the school body worked to re-draft our values statement. Many values have remained the same, but we move with the times and these better reflect the WGSB of 2023.

- **A culture of care and compassion that has at its centre the wellbeing of all within the community.**
- **A school that offers a breadth and variety of opportunities and experiences to all students.**
- **An environment where all students aspire to meet or better their personal best every day.**
- **A population of unity where commonalities are celebrated and difference is valued and nurtured.**

At WGSB our combination of core values, educational excellence and caring, committed staff provides an enriching environment in which to learn. We have offered a distinct education on the Cross Lane site since 1931 and will continue to do so.

A good school gets the fundamentals right by building high standards across all aspects of school life and embedding and sustaining these standards within the habits and routines of its daily life... but we don't want to just be good, we want to be great for our students and our community.

In other words, our aim is in inspiring, challenging, and ***supporting students to belong***, to fulfil their potential, and to do good and right things as happy, creative, and motivated young people.

We constantly review the curriculum on offer to our students, and we work hard to ensure that teaching is of the highest quality and learning is both interesting and fulfilling. But this is only part of the education that is on offer. Our co-curricular programme offers genuine enrichment inside and beyond the classroom. You may have heard the adage ‘Work hard, play hard’. That is what we expect – students who want to achieve but who also are prepared to commit to school beyond the classroom.

Sport (rugby, hockey, cricket, basketball, table tennis, athletics, handball) music (rock band, samba band, pop choir, multiple ensembles), theatre, art, textiles, D of E Award, chess, board games, creative writing, charity work... the list goes on. Thanks to the commitment of our incredible staff, what is on offer here at a state school is remarkable, providing that all-round education that we want our students to have access to.

Because, for us it is important that the students mature into confident young adults, equipped with the qualifications and skills that they will need to make their next, successful steps in life.

STAFF WELLBEING

The wellbeing of staff is central to the approach taken by Governors and the Leadership Team at WGSB. We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours.

WGSB is a supportive institution with exceptional rates of staff retention. Very few staff move on each year, and these are largely due to opportunities for promotion or staff retirement.

Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Deadlines well publicised and staff are fully consulted on the academic calendar
- Student Enrichment and Staff Wellbeing Lead in place
- Governors that meet regularly with staff to gather feedback, both monitoring and responding to staff needs.
- A flexible and generous approach to family appointments and child events (including Family Flexi Day)
- Staff cake baking events
- Complimentary fruit and pastries mornings
- Whole-year Wellbeing support programme
- Opportunities for professional development always considered
- Headteacher ‘Open Door’ policy

Further information about the school can be found on our school website:
www.wirralgrammarboys.com

We hope you can join us!

Application process

The closing date is Monday 15th January 2024 at noon. In your application you should include the following:

- The completed Wirral Grammar School application form
- The completed WGSB Recruitment Monitoring Form
- A letter of application in which you address the following:
 - Your experience and how it has prepared you for this role
 - What your priorities would be if successful

Should you have any questions regarding the role, please don't hesitate to contact Mr Luke Thompson ltompson@wirralgrammarboys.com

Successful shortlisted candidates will be invited to interview, however, if you have not heard from us within one week of the closing date, please assume that this particular application has been unsuccessful.

Feedback is always offered to candidates who attend for interview but who are not appointed. We regret that we are unable to give feedback where applicants are not shortlisted to attend for interview; this is due to the large number of applications that we receive.

Applications together with all supporting documentation (as indicated in the application process above) should be emailed to Mrs A Groves at recruitment@wirralgrammarboys.com