



*Opportunity to join an 'Outstanding' all-through academy specialising in mathematics and citizenship.*

# **DT Technician**

# **Candidate Information Pack**



August 2024

Dear Candidate

Thank you for taking the time to find out more about Ark Academy in Wembley Park and the possibility of working here. Included in this pack is information about the academy, ARK schools (who sponsor the academy) and the role of DT Technician.

This is a unique opportunity to join a community of staff striving to maintain and continuing to create an outstanding comprehensive school. We are looking to recruit a skilled and committed DT Technician to work within our Art & DT Faculty. Working amongst a team of 5, the DT Technician will be responsible for supporting the delivery of Design & Technology and helping to manage the departmental resources and supporting the other members of the team.

Ark Academy is an all through school that offers excellent learning from nursery through to higher education. In an all through school, school parents can expect their son/daughter to transfer seamlessly from primary to secondary school. We are one and share the same values and expectations. Our aim is to ensure that all our pupils develop as high achieving, confident, articulate young people whose education fully equips them to go on to university or the career of their choice and this starts from an early age.

To apply, follow the link at <https://arkacademy.org/vacancies> by **8:00am Monday 9 September 2024**. For an informal, conversation about the role, please contact Dan Paton, Head of Faculty on 020 8385 4370 [d.paton@arkacademy.org](mailto:d.paton@arkacademy.org)

We wish you the best with your application

**Delia Smith OBE**  
**Principal**



# Ark Academy

## The Principal

Delia Smith is the founding principal of Ark Academy. Previously she was the headteacher of St Angela's Ursuline School in Forest Gate for 16 years. She has also been a schools' inspector and was awarded an OBE for services to education.

## About Ark Academy

We are a non-selective school specialising in **mathematics** and **citizenship** that serves children of all abilities. Our commitment is to know every pupil as an individual, and to foster the principles of team spirit, responsibility and care for others. Our pupils enjoy both a nurturing environment and the social benefits of a small school and the range and resources of a large, well equipped academy.

## Facilities

Our buildings were designed by award winning architects Studio E (who created the successful design for City of London Academy in Southwark) and are organised to support calm and ordered learning. Pupils have access to specialist indoor and outdoor sports facilities, excellent science and ICT facilities, music, design and technology, art and drama studios and a 150 sqm, well-stocked and up-to-date library as well as inviting and well-equipped classrooms



## About ARK Schools

ARK Schools is an education charity set up in 2004 to create a network of high achieving, non-selective, inner city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. ARK Schools has no faith affiliations.

All the ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 38 schools in the UK across London, Portsmouth, Birmingham and Hastings Each of our schools has its own distinctive character, reflecting its local community.

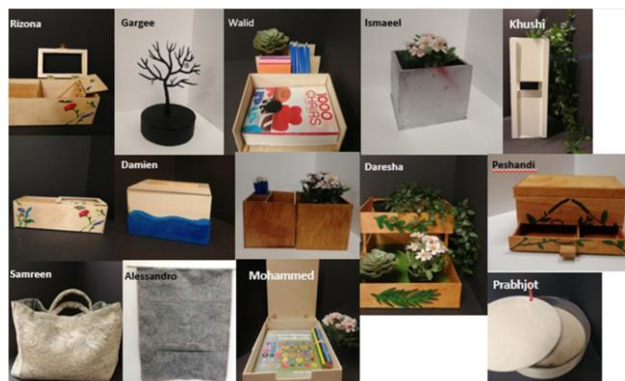
## About the Design & Technology (DT) Department

The Art, Design and Technology faculty is a team of 5 teachers and is supported by 2 Technicians, across 5 modern and well-appointed studios.

We teach a wide base of Art, Design & Technology to all students in Yr7 to 9 and offer a Design and Technology course at GCSE.

### As a department we aim to:

- Develop and inspire a generation of creative learners and deliver the promise of our school mission statement; in particular "high aspirations, high motivation and high achievement for all."
- Inspire independent, lateral thinking, risk takers who will go onto be leaders and major players in a brighter, safer artistic world.
- Develop an enquiring and questioning frame of mind to understand how DT is critical to daily life
- Expand the ability to solve problems in unfamiliar situations.
- Make DT relevant to everyday life and link it to pupils' own experience.
- Give students access to careers in DT, engineering, and design at a variety of levels
- Provide enrichment opportunities that showcase the importance and relevance of DT in the real world



# Job Description: Design & Technology Technician

**Reporting to:** Head of Faculty  
**Contract:** Full Time / Term time + 2 weeks = 41 weeks per annum.  
**Salary:** Scale 7

## The Role

As DT technician, you will support teaching and learning by ensuring that workshops, classrooms and kitchen are fully prepared for all lessons and appropriate equipment is safely maintained and available for all lessons. The role will be focussed on all aspects of Design Technology and will include some food preparation. In addition to departmental organisation and resources preparation, the technician will support teachers in the classroom during practical lessons where directed, especially when machinery is used under health and safety guidelines.

## Key Responsibilities

### Teaching and Learning

- Prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources
- Ensure all students' work and unused material are returned to the appropriate storage area
- Ensure Kitchens are kept tidy and cloths and aprons are clean.
- Assist departmental staff in developing appropriate resources for teaching and learning, including preparation for exams
- Demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff and under their direction
- Support exhibitions and the curating of work for GCSE and A Level
- Supporting curriculum educational visits
- To help and support the extracurricular/ enrichment programme
- To provide technical assistance to pupils during lessons and private study sessions
- To be responsible for DT departmental displays and the preparation, mounting and installation of work around the School
- To support GCSE students with their coursework outside lesson times.

### Equipment Maintenance

- Ensure each workshop including all machinery and equipment is maintained to a high standard, ensuring the safety and wellbeing of students and staff
- Ensure each teaching room is tidy, and free from all hazards, maintaining an effective learning environment
- Maintain stock rooms, keep stock records, and replenish equipment and materials and to review the inventories of resources
- Maintaining educational equipment with specialist knowledge and completing annual training which will be certified (laser cutter, pewter caster, vacuum former, etc)

- Maintaining and inspecting DT machinery (including table saw, band saw, belt sander, scroll saw, etc)

### **Health and Safety**

- Ensure all statutory health and safety regulations are appropriately adhered to in the workshops, immediately alerting the Head of Faculty to any deficiencies
- Maintain and safely use machinery and equipment. Specialist training will be provided where required
- To complete documentation and maintain digital/physical records associated with technical services
- To be responsible to the Head of Faculty for health and safety matters and to carry out Risk and COSHH assessments as required by the Operations Manager.

### **Other**

- First Aid provision as required – training will be provided
- Carry out other reasonable tasks as directed by Line Manager

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

# Person Specification: DT Support Technician

## Qualification Criteria

- Right to work in UK
- Maths and English GCSE at grade C or above
- Qualification in relevant field, desirable
- Health and Safety qualification or training, desirable

## Knowledge, Skills and Experience

- Excellent organisation, time management and communication skills
- Experience in multimedia workshop skills including hand and machine tools used in schools (skill to support staff and students with complex DT machines) - desirable
- Experience of using and maintaining tools and machinery (essential) in a workshop or school (desirable)
- Awareness of safety issues as appropriate to the post and Health and Safety risk assessments
- Proficiency with Microsoft Office, Adobe Package and 2D/ 3D CAD/ CAM packages including 2D design, AutoCAD and TinkerCAD

## Personal Characteristics

- Helpful, positive, calm and caring nature
- Genuine passion and a belief in the potential of every student
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Enthusiasm and passion for creative subjects and for the role practical work plays in education
- Excellent interpersonal skills with children and adults
- Able to take direction but also make good judgments and take initiative when required
- High standards and a keen eye for detail

## Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS disclosure

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

## ARK Safe Recruitment Procedure

ARK is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

**Disclosures** This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.


**Reference Checking** References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information

**Probation** All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

### WHERE TO FIND US

 **Wembley Park (Jubilee/Metropolitan Line)**

 **Chiltern Railways**

 **Buses: 206, 245, 297, 83, 182**

**By Car: A479**

Postcode for satnav: HA9 9JR

A406 North Circular Road (15 minutes away)

**Ark Academy** Bridge Road London HA9 9JP

Tel: +44 (0)20 8385 4370

Email: [info@arkacademy.org](mailto:info@arkacademy.org)

Website: [www.arkacademy.org](http://www.arkacademy.org)

