



Design & Technology Technician

Houghton Academy
Application Pack

Design & Technology Technician

Required 1st July 2025

Permanent, Full Time (part time hours
considered)

Term time only

Salary: Band 6 (Points 9 – 12)

£26,409- £27,711 (FTE)



Haughton

Introduction

Dear applicant,

Thank you for expressing an interest in the Design & Technology Technician's post at Haughton Academy. On behalf of the whole community, I extend a warm welcome.

I have been at Haughton Academy for almost 10 years, initially as Deputy Headteacher for Care & Guidance and for the last 3 years as Principal. I am extremely proud of this achievement and feel privileged to lead Haughton Academy.

Appointing the right person is crucial to our school. Our community context is both challenging and rewarding. Despite this, we continue to flourish.

I am seeking to appoint a Design & Technology Technician who has the drive and energy to support the work of the Design & Technology department. A person who wants to play a part in ensuring that inclusion, eradicating barriers to learning and mutually respectful relationships are at the heart of everything they do.

In March 2020, the pandemic brought to the forefront the difficulties our local community, families and young children face on a daily basis. Although five years ago, the impact of the pandemic continues. On average 45% of our pupils are deemed to be disadvantaged year upon year; the pandemic amplified the barriers our pupils faced – little food, limited devices on which to learn and the basic support and aspirations needed to sustain the value of education.

As a staff body we have worked extremely hard to get back to 'normal' and provide our pupils with the routine and care they need. It is important to us that our pupils have the confidence to be independent and successful learners. This is underpinned by high aspirations and a clear understanding that the academy's core purpose is learning. Staff and pupils share the same core values, commit to developing mutually respectful relationships and have a co-operative desire to achieve and

believe in Haughton Academy. The affirmation by Ofsted that we are a 'good' school has been achieved through our strong PROUD core values and clear vision for improvement.

Our aim is to continue our journey and become a school that is recognised both locally and nationally as an outstanding school.

If you would like to arrange a confidential conversation or visit to our school, please contact Tina Barnett, PA to the Principal, using tbarnett@educationvillage.org.uk

Yours faithfully,

Su Gill

Principal

Haughton Academy

Making your Application

I hope that when you read this Application Pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application:

1. Complete the Education Village Trust application form.
2. Provide a supporting statement of no more than 2 sides of A4 which should address the criteria in the Post and Person Specification section.
3. Send your completed application form by email to the peopleteam@educationvillage.org.uk

Deadline:

The deadline for the post is **Thursday 15th May 2025 at 5:00pm**.
Shortlisted candidates will be informed on **Monday 19th May 2025**.
Interviews are expected to be held **Friday 23rd May 2025**.

Shortlisting:

We will unfortunately be unable to notify candidates who are not on the shortlist, therefore, if you do not hear from us, your application has been unsuccessful on this occasion.

Salary:

The post will be paid on the Trust Support Pay Scale Band 6, Points 9 – 12 (£26,409 - £27,711 FTE)

Start Date:

1st July 2025.

End Date

Not applicable

For an Application Pack:

1. Contact the Human Resources Team via email at peopleteam@educationvillage.org.uk
2. Visit www.haughtonacademy.org.uk

Haughton Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

Post and Person Specification

POST TITLE: Design & Technology Technician

POST: Permanent, Full Time (Part time hours may be available for the right candidate).

GRADE: Band 6 (Scale point 9-12) Term Time

REPORTING RELATIONSHIP: Design & Technology Subject Leader

JOB PURPOSE: The Design & Technology Technician will be required to service and prepare the resources/materials required by the department. This may also involve supporting staff and pupils within practical lessons.

Main Duties and Responsibilities:

- Preparation of resources as required.
- Provision of materials for lessons as required.
- Stock control and ordering.
- Assistance with all record keeping.
- Clerical support to the Department.
- Maintenance and repair of equipment in the Department, carrying out appropriate safety checks.
- Act as a curriculum assistant in Technology (this includes supporting the pupils, using ICT equipment as part of the Technology curriculum).
- Be an immediate point of contact for First Aid matters in the event of accidents in the workshops.
- Advise the Subject Leader of any Health and Safety issues which become apparent with the Department.
- Advise teaching staff on any technical matters regarding machinery and equipment.
- Support teaching staff and pupils during lessons.

The following indicates the likely range of tasks:

Routine Tasks:

- To clean equipment and machine tools.
- To get out and putting away equipment, keep a tidy the prep room.
- To prepare a wide range of materials & apparatus for Graphics, Resistant Materials, Food and Electronics.
- To ensure Food Technology rooms are kept clean, hygienic (including sinks, cookers, fridges and laundry).
- To weigh of ingredients for pupils and for demonstrations.

- To support practical lessons when required.
- To become proficient in the use of 2D design and CAD software programmes such as Adobe (Internal support and training will be provided).
- To monitor and maintain the use of CAM machines such as laser cutters and 3D Printers).

Technical Tasks:

- Under the direction of the staff prepare visual aids, models and support equipment to assist in the classroom.
- Where appropriate, maintenance and repair of tools and equipment.
- To work competently and accurately with a variety of materials, sometimes with detailed instructions, sometimes with general suggestions as guidance.

Communication:

- To liaise clearly and in a timely fashion with Department staff on everyday matters and other staff around the Trust generally.
- With pupils when providing in-class support to the teacher, or around the Trust generally.
- With the Subject Leader when negotiating workload priorities.

Administration:

- To compile purchase orders, file paperwork, stock check, update computer records, compile worksheets, photocopy etc.

Pastoral:

- To establish good relationships with pupils and staff.
- To encourage pupils to maintain socially acceptable standards of behaviour in all aspects of Academy and Village life as described in the Behaviour Policy and other guidelines for staff.
- To provide all pupils, with guidance and counselling of a personal, social, and health education nature.
- To be aware of any problems by maintaining good communication and alleviating difficulties with resources.

Staff Group:

- To participate in Academy's Continuing Development Programme.
- To participate in external training, if required.
- To attend and participate in a range of staff meetings/briefing.
- To support colleagues as appropriate.

Parents/carers:

- To attend any meeting, the Academy arranges for parental/carer consultation and liaison, if appropriate.
- To work with parents/carers to secure partnership in the learning process, if appropriate.

Resources:

- To make effective use of the resources available within the Trust, and to be aware of resources provided by the Local Authority and those within the community.
- To keep the subject room tidy, maintain safe working practices, and good care of resources.
- To make the subject room attractive, and promote good standards of work.

General:

- To perform any other reasonable task that your manager may ask from time to time.
- To contribute towards and implement Trust/Academy strategies.

Support for the Academy:

- 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 difference and ensure all pupils have equal opportunities to learn and develop.
- Contribute effectively to the overall ethos/work/aims of the Academy and the Trust.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Assist with the provision of out of Academy learning activities e.g. clubs, extra-curricular activities within guidelines established by the Academy.
- The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

- To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
- Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AND DISQUALIFICATION BY ASSOCIATION DISCLAIMER, THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE AND RECHECKING AS APPROPRIATE

March 2025

Person Specification

Categories	Criteria Number	Application Form/letter	Interview	References
Essential Criteria:				
Qualifications & Education				
Good numeracy/literacy skills (GCSE or equivalent at grade C/grade 5 or above)	E1	✓		
Knowledge & Experience				
Ability to maintain basic equipment in the Technology areas	E2	✓	✓	
Ability to use relevant technology e.g. computer, video, photocopier	E3	✓		
Participation in development and training opportunities	E4	✓	✓	
Ability to relate well to children and adults	E5	✓	✓	
Skills				
High level of written and verbal communication skills	E6	✓	✓	
High level of organisational skills	E7	✓	✓	
Willingness and ability to work under pressure, determine priorities and meet tight deadlines	E8		✓	
Willingness and ability to work both individually and as part of a team	E9	✓	✓	✓
Ability to manage change in a rapidly developing environment	E10	✓	✓	
Personal Attributes				
Flexible approach to working time arrangements to meet the needs of the Academy	E12		✓	
Committed and conscientious approach to work	E13	✓	✓	
Excellent attendance and punctuality	E14		✓	✓
Desirable Criteria				
Experience of working in a secondary school	D1	✓	✓	

Health and safety qualification in use of DT equipment or be willing to undertake training	D2	✓	✓	
Enhanced DBS and disqualification by association disclosure	D3	✓		
Full UK Driving Licence ability/licence to drive a mini bus	D4	✓		
First Aid at Work qualification	D5	✓		
Previous experience of working with secondary age pupils in a school setting	D6	✓	✓	

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