



Design & Technology Technician

Contract: Permanent 24hours / week (38 weeks/year + 1 training day)

Responsible to: Head of Design & Technology

Pay Grade: Scale 3 Point 5 £13,875

Scale 3 Point 6 £14,096



Thank you for your interest in joining Casterton College Rutland.

Casterton puts the well-being of its staff at the heart of everything but not in a superficial, corporate, or tokenistic way. For example, we don't observe lessons (except for ECTs (Early Career Teachers)) and we do not grade them either.

We don't have mock Ofsted's or subject focus weeks and we prefer a feedback policy to a marking policy. In other words, staff are trusted rather than micro-managed. Perhaps that is why we recruit so well and retain our staff-because they are treated as professionals and respected.

We are a single academy trust so there is no CEO or distant trust board and no corporate policy to adhere to. Instead, we are a local school serving the local community of Stamford and Rutland. People are often surprised to find our intake is in line with the national average on KS2 prior attainment or EHCPs (education, health, and care plans) because our progress 8 scores are so good, but that's down to our ethos and approach. We are proud to be comprehensive and our ethos is 'ability is not fixed,' because we believe that in the right circumstances

every child can do remarkable things. The challenge for us is to create the right circumstances.

You may notice this is not your usual glossy, branded, corporate, application pack. That is because we aren't any of those things. We just do the ordinary things very well, and by trusting our staff, as well as our students, they do wonderful things in return.

Unsurprisingly, although we occupy old buildings that are not exactly state-of-the-art, we have grown by 40% in the last six years and won a host of awards, including being in the top three for Secondary School of the Year 2021. That is not to say, Covid was easy for us because it most certainly was not, and we currently have our fair share of young people with trauma and mental health problems. However, we create a culture of Care, Kindness and Communication that works for most of them and, together, as colleagues, we support one other.

Casterton is a school with a heart and a soul, and I think that counts for a lot.

Carl Smith
Principal



All staff work for Casterton College Rutland which is an 11-16 school.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

We are committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are required to share this commitment. All staff are representatives of the college and are required to recognise that their personal and online behaviour reflects their responsibility as role models in the community.

Appointment is subject to references and enhanced clearance by the Disclosure and Barring Service.

Our School Ethos

**Ability
is not
fixed**

Our School Motto

**Dreams
don't
work
unless
you do**



About the role

- We are seeking a skilled and detail oriented Design and Technology Technician with some food tech responsibilities
- To provide technical support within the Design Technology Department.
- Supporting the D&T teaching staff in the delivery of the curriculum
- Preparing, setting up and checking equipment
- Supporting teaching staff and students during lessons
- Clearing away equipment after lessons
- Ensuring a safe environment
- Organising and storing equipment and checking stock
- Repairing, maintaining and modifying equipment
- Administrative tasks
- Ordering supplies

Key responsibilities

Technical Support: Assist teachers and students with the setup, operation, and troubleshooting of equipment in design and technology and food classrooms. Provide guidance and support for projects involving 3D printing, laser cutting, and other fabrication tools. Ensure that equipment is properly maintained and in working order, performing regular checks, servicing, and troubleshooting as required.

Workspace Management: Maintain cleanliness, safety, and organisation in the workshops, ensuring all tools and equipment are stored correctly. Manage the inventory of materials and equipment, ensuring supplies are stocked and ordered in a timely manner. Ensure compliance with health and safety regulations, performing risk assessments and implementing safe working practices.

Preparation of Materials: Prepare and organise materials for classes and projects, including cutting, assembling, and processing raw materials. Work closely with teaching staff to prepare resources and equipment for lessons, demonstrations, and practical activities.

To clear, clean and pack away materials and equipment after lessons

This job description is current, but may be changed by the Principal to reflect or anticipate change in the job commensurate with the grade and job title.



Student Welfare

Follow behaviour protocols as set out by the school

Report all incidents of bullying and other forms of harassment and follow school procedures in all cases.

Read, understand and apply the procedures in the school's Child Protection policy and report all concerns immediately to the named officer for child protection

Ensure that the health and safety of students, both in and around school is always paramount and school protocols are followed in full.

Professional

The capacity to work effectively and efficiently. The successful candidate will share the college's vision and belief that all ability is not fixed. Other necessary qualities include professionalism, discretion, efficacy, the ability to work on your own initiative as well as part of a team, and a willingness to contribute to the wider life of Casterton College, Rutland. Maintain the highest standards of professional appearance, integrity and honesty

Dress at work in accordance with the staff dress code

Act as a role model to young people and other staff, including online

Behave professionally and respectfully towards other members of staff and contribute towards a focused, respectful and professional working culture

Ensure that all work carried out in preparation for an exam or on behalf of an examination board is done so in accordance with the rules for that exam

Attend meetings and training as required

Undertake any other duties or responsibilities as required by the Principal. This job description is not intended to be an absolute definition of responsibilities and duties as others may arise in this post.

Benefits

Local Government Pension Scheme

Discounted rates at our onsite Casterton Nursery

Free access to Yoga App

Free tea and coffee

Free parking

Uniform provided

Blue Light Card

How to apply

Only applications submitted on the College application form will be considered (available on our website www.castertoncollege.com) along with a letter of application (no more than 2 sides of A4) and emailed to: [Stephanie Shelton on bells@castertoncollege.com](mailto:Stephanie.Shelton@castertoncollege.com)

Casterton College Rutland is committed to the protection and safety of its young people. And need for successful applicant to be DBS checked.

Casterton College Rutland is an equal opportunities employer

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