



CREATING A CLIMATE FOR GREAT LEARNING,  
SUCCESS AND OPPORTUNITY

## Recruitment Pack

Technology Technician  
Start date: May 2024  
Permanent 32.5 hrs per wk,  
Term Time Only plus 5 days



# BENTON PARK SCHOOL

*'Creating a climate for great learning, success and opportunity'*

## Vision

Creating a climate for great learning, success and opportunity



## Values



Endeavour



Resilience



Inspiration



Collaboration



Compassion

## Curriculum Intent



Promotes a love of learning and provides an environment for all students to succeed in, whatever they aspire to do.



Places high value on the breadth, acquisition, retention and application of knowledge.



Enriches and bridges gaps in cultural knowledge.



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## Technology Technician

Contract: Permanent – June 2024

Closing Date: 8am on Wednesday 15<sup>th</sup> May 2024

Salary: B3 – (£18,353 - £19,626)

Hours – 32.5 hrs per week working term time only plus 5 days

This is an exciting opportunity for a talented colleague to join our vibrant and ambitious school as a Technology Technician.

Benton Park is a thriving and growing state funded, local authority maintained comprehensive school with over 1550 students – including around 300 in the Sixth Form. We are located in Rawdon, on the outskirts of Leeds City Centre and we work amongst a vibrant and supportive local community. We have recently completed a move into brand new state of the art premises following a successful £28.5 million building project. Our new environment is an excellent place to work and learn and we are committed to our work being supported by the latest technologies in our classrooms.

We are a successful, inclusive school where our students are our greatest asset. We have high standards and expectations which are matched equally with our high aspirations for all members of our school community and we work hard to provide support and investment to enable these to be achieved. We pride ourselves on treating each and every one of our students as an individual and the excellent climate we have created for great learning, success and opportunity enables our students to achieve their full potential.

Our work is underpinned by our five key values: Endeavour, Resilience, Inspiration, Collaboration and Compassion. Our values are aimed at developing young people to be the very best they can be and to equip them with the skills, knowledge and attributes to be confident, rounded and successful members of society.



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Dear Colleague

## Technology Technician

Thank you for your interest in becoming a Technology Technician here at Benton Park School. We have celebrated many achievements in the last few years, but we know that we can go even further and we are keen for a new leader to join us to support in achieving this.

You will enjoy working with a talented and hardworking staff team who have the students at the heart of everything they do each and every day. Our students are articulate, caring young people who are keen to learn and develop and we enjoy productive and successful partnerships with our parents, carers and the local community.

Following on from the appointment of our new Headteacher in September 2022 this is a really exciting development in our leadership structure. If you share our values and this sounds like the perfect next step in your career please get in touch and we will be happy to share with you our ambitions for the future

Thank you for your interest in our school.

Yours sincerely

Delia Martin  
Executive Headteacher







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## Information about our school

We are a Local Authority maintained school situated to the North West of the vibrant and diverse city of Leeds in the North of England. We are oversubscribed and have recently increased our pupil admission number to 300 per year to meet local demand. We have very supportive families and work with numerous local primary schools including areas such as Rawdon, Yeadon and Calverley.

We have benefited from a £28.5 million investment in our premises and we are very proud of the state-of-the-art facilities and equipment we are able to offer our students and staff. We are also proud of our growing Sixth Form. The move to our new premises has allowed us to create a bespoke Sixth Form centre and we have invested heavily in the refurbishment of it to ensure it is an inviting place to study and learn.

Our vision of 'Creating a Climate for Great Learning, Success and Opportunity', drives every aspect of our work. This is underpinned by our 'Aspirations for All' programme where we actively promote the importance of our students having high aspirations for themselves in all aspects of their lives. Central to this work is supporting students to consider their next steps at the end of their time with us, but also to support them in developing the skills and knowledge they need to be able to access whichever future pathway they choose. The work we do on this programme also focusses on developing the skills our students need to encompass our school values of Resilience, Inspiration, Collaboration, Endeavour and Compassion. Our Personal Development Curriculum, which also includes our Aspiration for All Programme, and our student leadership development opportunities, have a regular focus on mental health and wellbeing, an aspect that we know is extremely important in supporting all young people.

Celebrating success is incredibly important to us and we always seek to reward our students for going above and beyond in any aspect of their school life. We have a positive rewards culture and enjoy sharing in our students' successes. Our philosophy is that a busy student is a successful student and to support this we offer a wide and varied range of extra-curricular opportunities. This includes a range of lunchtime and after school clubs as well as trips and visits both in the UK and abroad. We also run a hugely successful Duke of Edinburgh scheme.

Further details about our school, including all aspects of our curriculum design can be found at [www.bentonpark.org.uk](http://www.bentonpark.org.uk) and in the school's Prospectus available [here](#)



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## Welcome from the Headteacher

Thank you for your interest in our school. As a Technology Technician at Benton Park, you would play a pivotal role in helping to shape a strong, positive and successful learning experience for all of our students.

We are looking for a highly motivated, positive colleague who can contribute to ensuring excellent standards in all areas of school life. A team player, you will have the ability to form high quality relationships with staff, students and parents alike.

At Benton Park, we take an evidence informed approach. No individual element of our practice is revolutionary. We don't believe in off-the-shelf strategies or practices; there is no silver bullet. It is really about being values driven, having clear vision, focusing relentlessly on results, operating strict routines, doing the simple things well every day, and building strong relationships at all levels.

Our 'warm-strict' approach instils strong learning habits ultimately helping students become better qualified, more successful and happier. We expect students to follow homework and equipment rules, wear uniform with pride and always be 'on task', fully engaged and ready to learn.

Every decision we make is based around our vision 'creating a climate for great learning, success and opportunity' and we live and breathe this each and every day. We are committed to ensuring that every student throughout our school has access to a truly inclusive and aspirational education.

We have the highest expectations of our students to encourage them to be the best that they can be. We expect all of our students to display the Benton Park values at all times and staff reward them for this. We also have bespoke Personal Development and Aspiration for All lessons to develop our students to be young people who can make a positive change to Benton Park and the world beyond.

Our curriculum is underpinned by an expectation that students will 'know and remember more' as they move through their time with us to develop a mastery approach. This is identified through our Learning Journeys and Progression Models, which are available through our website. Our curriculum intent, which permeates all our work with students both in and out of the classroom, is to promote a love of learning by providing an environment in which all students can succeed, whatever they aspire to do. We place high value on the breadth, acquisition, retention and application of knowledge and we actively develop opportunities to enrich and bridge gaps in cultural knowledge.



Mr N Skilton  
Headteacher



## Teaching and Learning at Benton Park

### **I Do, We Do, You Do**

Our teaching model is built around Rosenshine's Principles of Instruction and follows I Do, We Do, You Do. Teachers ensure that they model excellence before scaffolding and guiding students to produce the best quality work possible. This enables students to then produce outstanding work during their independent practice.

### **Learning Journeys and Progression Models**

All of our teaching is built around our Learning Journeys and Progression Models. We believe that students should 'master' their learning and, in doing so, know and remember more. Our subject areas have developed high-quality and effective Learning Journeys and Progression Models to support this and ensure there are opportunities for immediate and effective feedback.

### **Subject Specialism**

We use every opportunity to connect students with subject specialists both inside and outside the school. The through-school approach helps us to offer students the chance to see their learning through the eyes of experts and to experience learning which has been developed and delivered by specialists.

### **Professional Development**

Developing our staff is incredibly important to us. All staff have access to professional development across the school calendar. We believe that the best professional development is not a one-off event but a process. To support the development of teaching across the school we use Teaching Walkthrus. Many of our staff also access external courses including NPQs.

### **Learning Habits and Routines**

At Benton Park, we build our teaching around some crafted routines to support teaching and learning. We explicitly teach these to our students to ensure that learning time is maximised and that transitions are effective. We pride ourselves on supporting all learners, including our most vulnerable, having access to the highest quality support through these habits and routines.

### **Reading**

Reading, and literacy, form central pillars of our approach with students. Students have the opportunity to be read every morning to develop their reading and also their cultural capital. We expect every member of our School community to talk in full sentences at all times to support our drive for improved oracy and, subsequently, literacy levels.



## JOB DESCRIPTION

### Technician (Design Technology)

<b>Allowances:</b>	<b>B3</b>
<b>Hours:</b>	<b>32.5hrs TTO + 5 days</b>
<b>Responsible to:</b>	<b>Leader of Technology</b>
<b>Review Date:</b>	

### **PURPOSE OF THE JOB**

Ensure the timely and effective preparation, storage and maintenance of a variety of resources to support a range of complex learning activities.

To ensure that all resources are used, stored and disposed of safely and in accordance with risk assessments and best practice.

Support students to engage safely and effectively with a range of learning activities.

Carry out appropriate intervention with individual students/groups of students to secure sound progress towards their targets.

Support a range of extra-curricular and enrichment activities to maximise student progress.

### **Main Duties:**

- Resistant materials technician. Needs to be skilled in working with timber, metals & polymers
- Maintenance of resistant materials workshop and machinery
- Preparing resources using a range of resistant materials for student's work
- To be aware of and support differences, ensuring all students have equal access to opportunities to learn and develop, promoting inclusion and acceptance of all students.
- To safely prepare, store and move equipment and resources to ensure practical activities can take place in a timely and safe manner.
- To ensure the availability of safety equipment in line with risk assessments and best practice.





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- To ensure the proper maintenance, cleaning, storage and use of Technology equipment and resources.
- To supervise and provide particular support for students, ensuring their safety and access to learning activities.
- To establish constructive relationships with students and interact with them according to individual needs.
- To encourage students to interact with others and engage in activities led by the teacher.
- To set challenging and demanding expectations and promote self-esteem and independence.
- To provide feedback to students in relation to progress and achievement under the guidance of the teacher.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- To use strategies in liaison with the teacher in order to support students to achieve learning goals.
- To assist with the planning and development of differentiated learning activities.
- To monitor students' responses to learning activities and accurately record achievement /progress as directed, providing detailed and regular feedback to teachers on student's achievement, progress, problems etc.
- To promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- To establish constructive relationships with parents/carers.



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- To administer routine assessments, invigilate exams and undertake routine marking of students' work.
- To provide clerical/administrative support – photocopying, typing, filing, administering of coursework.
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity, and assist students in their safe use.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings, training, learning activities and performance development as required.
- To accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Report and record any defects in equipment, resources or the environment as appropriate.
- To carry out detailed and comprehensive inventory of resources/equipment as directed.



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- Ensure the safe and secure storage of resources/equipment not in use.
- To assist with the display of student's work and the maintenance of the learning environment.
- To undertake appropriate student record keeping as requested.

## **Additional Duties**

- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- The post holder may be required from time to time to undertake lunch or break time duties as requested by SLT.
- The post holder may be required to assist with the invigilation of internal and/or external assessments.
- To assist with the supervision of students out of lesson times, including before and after school, break and lunchtime.
- Support and promote the school's policies on Diversity and Equality of Opportunity.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding ensuring all concerns are reported appropriately in a timely manner.
- To be aware of and comply with policies and procedures relating to data protection and the security and confidentiality of data ensuring all concerns are reported appropriately in a timely manner.
- Undertake any other duties commensurate with the grade of the post.

## **VARIATION IN ROLE**

- Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post holder.

## **HEALTH & SAFETY**

- The post holder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.



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***The School (and the Local Authority) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***





## PERSONNEL SPECIFICATION

Essential Criteria	Desirable Criteria
<b>SKILLS</b> <ul style="list-style-type: none"><li>• Good Literacy and Numeracy skills.</li><li>• Effective use of ICT to support learning.</li><li>• Use of simple and complex equipment / technology.</li><li>• Ability to relate well to children and adults.</li><li>• Work constructively as part of a team.</li></ul>	<ul style="list-style-type: none"><li>• First aid training</li><li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li></ul>
<b>EXPERIENCE</b> <ul style="list-style-type: none"><li>• Preparation, use, maintenance and storage of a wide variety of technology equipment/resources.</li><li>• Experience working with table saw, band saw, planer thicknesser</li><li>• Supporting learning within an Education environment.</li><li>• Experience of working with children/young people at the appropriate age range (11-18).</li></ul>	<ul style="list-style-type: none"><li>• Experience of working as a design and technology technician in an Education environment.</li><li>• Experience of delivering targeted intervention.</li></ul>
<b>KNOWLEDGE &amp; UNDERSTANDING</b> <ul style="list-style-type: none"><li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation.</li><li>• Understanding of child development and learning.</li><li>• Knowledge of COSHH and safe use and storage of chemicals, including cleaning products.</li><li>• Knowledge and understanding of core principles in relation to Technology, including textiles and food preparation and storage.</li></ul>	<ul style="list-style-type: none"><li>• Understanding classroom roles and responsibilities and your own position within these.</li><li>• Knowledge of the Design and Technology curriculum.</li></ul>



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<ul style="list-style-type: none"><li>• Knowledge of Health and Safety legislation and practice including carrying out risk assessments.</li></ul>	
<p><b>QUALIFICATIONS/TRAINING</b></p> <ul style="list-style-type: none"><li>• Maths and/or English Grades GCSE A-C.</li><li>• Technology Qualifications or equivalent experience (post 16)</li></ul>	<ul style="list-style-type: none"><li>• Technology Qualifications or equivalent experience (post 18).</li><li>• NVQ 2 for Teaching Assistants or appropriate level of experience of operating in the classroom environment.</li></ul>

**We are actively committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced DBS disclosure.**

**We promote diversity and want a workforce which reflects the population of Leeds.**



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