

# Department Technician – Design Create Perform Faculty

## Information for Applicants



**Birchwood**  
Community High School



**Birchwood**  
College

# Letter from the Headteacher



Dear applicant,

This is a truly exciting opportunity for someone who is looking to be part of our staff team, and who is ready for the responsibility of being such an important part of our journey. BCHS and BC are an amazing school and an amazing college, with a unique sense of spirit and community – they are warm and welcoming, people-focused, and totally dedicated to the community that we serve.

Our staff are passionate about education and believe that all young people should be inspired to be the very best that they can be. Our vision and values articulate the things that we know are important and encapsulate the school's spirit: we are a team. The staff know this, our parents/carers know this and, most importantly, our students know this.

We pride ourselves on the ethos of our school being underpinned by the strongest foundations of discipline, respect, tolerance, and compassion – we ensure our students are equipped with a strong moral compass. We offer a very strong extra-curricular programme with every member of teaching staff offering a provision, it is an aspect of our school community that we are very proud of, and rightly so.

It is essential that we appoint the right person to this role, and it is important that their values and views align with what we are trying to achieve as well as our philosophy on staff wellbeing and development. I would recommend that you read my personal blog (<https://leadership-life.co.uk>), our school blog (<https://www.birchwoodhigh.org/nexilis/>) to really give you a more comprehensive insight into how these views and values translate into our day to day processes and habits.

We know that our students are excellent people, and they thrive in a culture of achievement and success; we have high expectations, encouraging them to be aspirational in their learning and to enjoy all aspects of school life. Academic and behaviour standards at BCHS are very good for all students irrespective of their starting point. However, we know that we are all capable of even more. We continue to strive to improve levels of student achievement and conduct, to move towards being recognised as outstanding in all areas.

Please feel welcome to come and have a visit before applying, but be assured that whether you visit or not, it will not affect the short-listing process. If you would like to have a look round, please email my PA, Jane Calderbank ([jcalderbank@birchwoodhigh.org](mailto:jcalderbank@birchwoodhigh.org)) to arrange.

Thank you for considering our truly amazing school and college as the next chapter in your career, and hopefully I will be reading your application soon.

Yours sincerely,

A handwritten signature in black ink that reads 'E Mills'.

Emma Mills  
Headteacher

Closing Date: Noon Thursday 7 July 2022  
Interview Date: Tuesday 12 July 2022



**‘There is a ‘buzz’ of energy in classes, reflecting pupil’s positive attitudes to their learning.’**



**Birchwood**  
Community High School

## Our Vision

Team Birchwood believe in the power of aspiration, knowledge and kindness. We know that we achieve our best when we work together.

## Our Ethos

High aspirations, high expectations and high achievement rely upon a positive working environment based upon respect. For us, respect means consistent positive regard for everyone in our learning community. A strong moral purpose enables students in our school to grow into independent, responsible young adults who can access a happy and healthy future.

At Birchwood we strive to ensure that every lesson counts, for every child, every day. We expect teachers to deliver engaging lessons that ensure students acquire powerful knowledge and develop both essential and desirable skills. For this to happen, behaviour must enable every teacher to teach and every child to learn. We expect students to come ready each day to challenge themselves to be the very best they can be. We have a wide variety of extra-curricular activities to help children develop all their skills and talents and there are many opportunities to develop their leadership skills throughout their school life.

## Our Mission

We are 100% committed to our students. We seek to sustain a community that is rooted in respect and the belief that every student can succeed. We endeavour to equip our young people with the qualities, qualifications and values that will enable them to lead fulfilling lives and become responsible citizens. We want the children in our care to leave us with high aspirations, secure knowledge and a kind heart.

We maintain high standards of ethics and behaviour; one of the ways this is by embracing the British Values: democracy; the rule of law; individual liberty and mutual respect; and tolerance of those with different faiths and beliefs.

## Our Aims

We wish for our students to be:

- safe, happy and cared for in a secure and supportive environment.
- supported and challenged to do their best through excellent teaching, a broad and balanced curriculum and a wide variety of experiences.
- recognised, celebrated and rewarded for all their achievements that they develop confidence and independence.
- developed emotionally, intellectually and morally so that they are able to be successful in the rapidly changing, multicultural society in which we live.
- successful, whether through academic qualifications or a more vocational route, so they can move on to the next stage in their life.



# School Profile

- The school became a Single Academy Trust on 1 July 2013.
- The school is of an average size with 904 currently on roll.
- The most recent OFSTED inspection (October 2018) judged the school to be Good in all areas.
- In September 2010, the school opened a sixth form, Birchwood College. Level 3 Applied outcomes and resit Level 2 English and maths outcomes are a strength of the school with some of the highest scores in the North West.
- The percentage of students on the Pupil Premium register is 31%, which is above the national average.
- The proportion of students with SEND (ECHP) is in-line with the national average.
- Most students are of white British heritage.
- Students arrive at the school with outcomes broadly in line with national averages.

### **JOB DESCRIPTION**

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used; in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Departmental Technician – Design Create Preform Faculty</b>
<b>Reporting to</b>	<b>Head of Faculty</b>
<b>Job purpose</b>	To support school leaders and teachers in the Engineering, Food & Art subjects of this large faculty to facilitate quality first teaching and learning.
<b>Key Tasks and Accountabilities</b>	<ul style="list-style-type: none"><li>• To ensure rooms, equipment and resources are ready for teaching.</li><li>• To prepare ingredients and materials ready for practical food lessons.</li><li>• To support class teachers in the smooth running of lessons.</li><li>• To organise time effectively to ensure all subject areas are supported effectively and efficiently.</li><li>• To generate student resources for teaching staff using specifications provided by the teachers.</li><li>• Confident use of machinery which will be used in Engineering lessons.</li><li>• To organise the work room to ensure all materials and resources can be accessed easily.</li><li>• To ensure all classrooms are kept tidy and all equipment maintained and checked regularly.</li><li>• To ensure that displays are updated on a regular basis as directed by the teaching staff.</li><li>• To provide support for the Faculty or Subject Leader(s) in undertaking duties to support the day to day running of the subject area(s).</li><li>• To take part in the staff professional development review system and to take up opportunities for training.</li><li>• To carry out other reasonable duties deemed to be within the responsibility of the post as requested by the Headteacher or other designated teacher.</li><li>• To fully understand and implement the health &amp; Safety requirements of all three subjects and ensure standards are always maintained.</li></ul>

<b>All employees have the responsibility to:</b>
<ul style="list-style-type: none"><li>• Ensure any documentation produced is to a high standard</li><li>• Be aware and comply with policies, protocols and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person</li><li>• Participate in training and other learning activities as required</li><li>• Provide appropriate guidance and supervision and assist in the training and development of</li></ul>

staff as appropriate

- To promote the area of responsibility within the academy and beyond
- To represent the academy at events as appropriate
- To support and promote the academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

### **REVIEW ARRANGEMENTS**

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

### **PERSON SPECIFICATION**

Job Title: Departmental Technician - DCP Faculty  
 Grade : Grade 4 point 6 -7 £13,916 - £14, 195  
 Hours : 30 Hours per week term time plus one week

The person specification shows the abilities and skills you will need to carry out the duties in the Job Description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview, you may be asked also to undertake practical tests to cover the skill and abilities shown below:

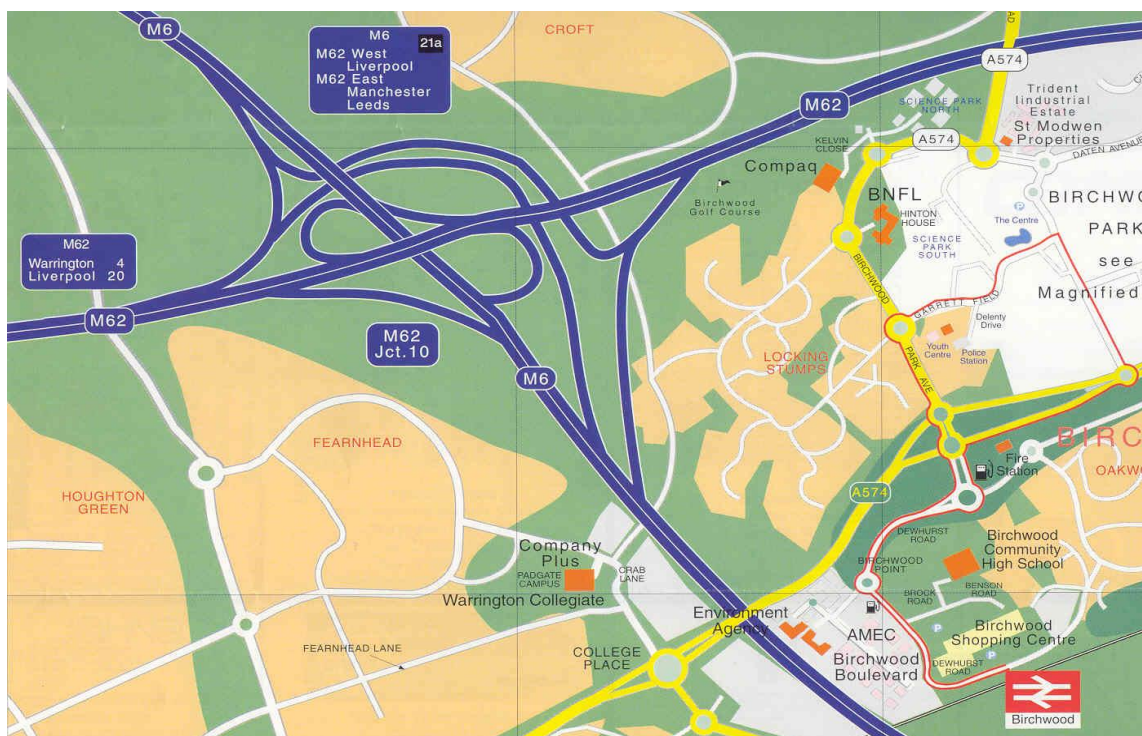
It would be desirable for all applicants to have the following experience, qualifications and knowledge. However, training will be given to suitable candidates.

	<b>Essential</b> - These are qualities without which the Applicant could not be appointed	<b>Desirable</b> - These are extra qualities which can be used to choose between applicants who meet all of the essential
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a workshop type environment.</li> <li>• Experience of preparing materials, maintaining equipment.</li> <li>• A good standard of basic education including English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>• Some experience of working in a school environment.</li> <li>• Experience of working in either Art, Textiles, Engineering or Food industry.</li> <li>• Working with CAD.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to create attractive, colourful displays.</li> <li>• Ability to use ICT effectively.</li> <li>• Need to be an organised person capable of creating a system for all the equipment and resources across the department.</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in photography.</li> <li>• An Interest in cooking</li> <li>• An interest in Art or Fashion</li> <li>• An interest in Engineering or wood working</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with children.</li> <li>• Ability to work with a range of adults.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work unsupervised and use initiative. A flexible approach to working hours.</li> </ul>	





## Directions to Birchwood Community High School, Brock Road Birchwood Warrington WA3 7PT Tel: 01925 853500



### Directions from Manchester.

Exit M62 at junction 11.

Take A574 (Birchwood Way) as far as the 3rd roundabout.

Take first left (Oakwood Gate) to next the roundabout, following signs for Birchwood Centre & Station.

Exit to the right (Dewhurst Road) and follow the road round.

At small roundabout go straight on.

Take first left into Benson Road.

Take first left into Brock Road.

The school and library are the blue and white buildings to the left.

### Directions from Chester.

Exit M6 at junction 21.

Take the B5210 (Woolston Grange Avenue), go straight through several roundabouts until the roundabout after the pink footbridge (College Place)

Turn right, joining the A574 (Birchwood Way). At next roundabout, turn right (Oakwood Gate).

**Follow directions as from Manchester.**

### Directions from Warrington.

Take the A49 (Winwick Road) and follow to junction 9 of M62.

Exit M62 at junction 11.

**Follow directions as from Manchester.**

### Directions from Birchwood Train Station

Exit the Station and cross the car park towards the Shopping Centre. Walk through the shopping centre and out the other side exiting into another car park (with McDonald's in it). Opposite the car park there are 4 tennis courts – pass with the tennis courts on your left. The school and library are the blue and white buildings ahead of you. This is a 5-minute walk.

**VISITORS – PLEASE NOTE** The Shopping centre car park opposite school operates an ANPR number plate recognition system maximum parking is strictly 3 hours

Pay and display is located near the train station

**Birchwood Community Academy Trust**

**Brock Road**

**Birchwood**

**Warrington**

**Cheshire**

**WA3 7PT**

**01925 853500**

**[www.birchwoodhigh.org](http://www.birchwoodhigh.org)**



