



BELIEF IN EVERY CHILD



## WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

Thank you for your interest in this post. Please take some time to have a look at this pack and gain a sense of who we are and what we stand for. All Multi-Academy Trusts are different and we are keen to explain why we believe that our values and ethos make us a great employer.

The Blackdown Education Partnership was created by the merger of two founding trusts which shared some important similar values. Put simply, we believe that collaboration, partnership working and sharing our best ideas will enable us to deliver on our mission.

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

All our schools share this purpose and we work closely together to understand and deliver it.

We do not believe in creating schools which are replicas of each other. Our philosophy of aligned autonomy enables Headteachers to make effective decisions within the context of each individual school. We do not have a common curriculum but we do have a view on excellence and seek to harness the expertise of our subject leads to ensure that each school delivers schemes of learning that are rigorous, inspiring and rich in knowledge. Curriculum and other leaders across our schools meet regularly to network, share and moderate and the Trust operates a well-developed programme of peer-review to ensure that leaders are challenged, supported and have access to excellent professional development.

Our schools are all characterised by a strong ethos, ambitious culture and compassionate environment which together drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions. A large number of colleagues are currently undertaking leadership development and we run regular networks and collaborative groups to allow colleagues to share best practice across the Trust.. We also offer some more bespoke leadership programmes run through our outstanding network of partners.

We take staff wellbeing seriously and take active steps to reduce workload. We have a wellbeing offer which ranges from gym membership and support with personal fitness to talking therapies and subscribe to Carefirst. We also allow employees personal days to enable everyone to enjoy some flexibility over attendance and participation in events that they might not otherwise be able to.

We are always willing to consider flexible working requests and job-shares and pride ourselves on a family friendly approach across our schools. The best resource we can provide for pupils is highly skilled, happy and fulfilled staff.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

**LORRAINE HEATH, OBE**  
**CHIEF EXECUTIVE OFFICER**





## A LETTER FROM THE HEADTEACHER

Dear Applicant,

I'm delighted that you are interested in the position we have available at Court Fields School and joining the Blackdown Education Partnership. Visitors to Court Fields School always comment on our warm, friendly and purposeful learning environment. We pride ourselves on our excellent pastoral care, our varied programme of enrichment and extra-curricular activities, our outstanding relationships with each student, our broad and ambitious curriculum and the cohesion within our staff team. Though our significant school development in the last 5 years, we have worked tirelessly with students, parents, staff and the wider community to build a positive, inclusive and aspirational environment for all our stakeholders.

We are looking to appoint a Design and Technology Technician at Court Fields School. The successful candidate will join a thriving department within our wider staff team. We value diversity and richness in our schools and welcome applications from teachers at any stage of their career. You will join a team who are absolutely focussed on the ongoing development of our school and increasing the life chances of our current and future students.

On a personal note, it is a pleasure and privilege to work with our students and with our staff. This is, without doubt, the best team of people I have ever worked with. Our staff are invested in educating our young people, so that they leave us ready for the challenges of the future and equipped to make a difference in the world. We need those who join us to share these very high expectations of themselves and those they work with. I look forward to hearing from you, understanding how you can complement our team and inspire our children.

Yours sincerely

Mrs Polly Matthews  
Headteacher



# The Opportunity



## **COURT FIELDS SCHOOL**

Mantle Street, Wellington

Somerset, TA21 8SW

Tel: 01823 664201

### **Design and Technology Technician**

**Up to 25 hours per week, to be discussed at interview**

**Term time plus inset days (39 weeks per year)**

**Starting as soon as possible**

**Flexible working/job share considered**

**Grade 14 (£24,404 - £25,183 FTE)**

Our Design and Technology department plays a pivotal role in inspiring students to become problem solvers and innovators of the future. We are looking for a passionate and organised individual to join our team as a Design and Technology Technician.

As a technician, you will support the smooth operation of the Design and Technology department, ensuring that resources, equipment and materials are well-maintained and readily available for both staff and students.

What you can expect from us:

- Eligibility to join an excellent pension scheme.
- Option to make additional voluntary contributions to pension for local government pension scheme members which can help boost retirement benefits.
- Access to a range of continuous professional development opportunities.
- Trust wide charity events designed to encourage our people to participate in meaningful activities.
- Access to wellbeing provision which offers information and advice on a range of workplace and personal issues.
- Flexible working opportunities.
- Enhanced special leave provision, including additional time off as part of our 'Personal Day' entitlement which supports employees to achieve a better work/life balance.
- Free car parking.
- On-site catering facilities, all of which provide healthy and nutritious meals at low cost.

**Closing date: 9am Monday 12<sup>th</sup> May 2025**

**Provisional Interview date: w/c 19<sup>th</sup> May 2025**

# Job Description



**Job Title:** Design and Technology Technician  
**Location:** Court Fields School  
**Responsible to:** Head of Department  
**Working Time:** Up to 25 hours per week, 39 weeks per year  
**Salary Grade:** Grade 14 (£24,404 - £25,183 FTE)  
**Disclosure Level:** Enhanced

## **Main Purpose of the Role:**

To provide an outstanding learning environment and support the teaching of Design and Technology at Court Fields School. Support the school's mission that every child 'achieves, belongs and participates'.

## **Main Duties**

### **Health and Safety:**

- Maintain teaching and preparation areas, adhering to the Maintenance Task Schedule.
- Ensure all tools and machinery are effectively maintained.
- Ensure machinery is effectively locked off and shut down at the end of all practical lessons and that colleagues have been allocated this responsibility on non-working days.
- Ensure all tools, equipment and consumables are safely and securely stored.
- Ensure that both staff and students receive clear guidance and instruction of the safe operation of tools and machinery on an ongoing basis, providing refresher training as and when necessary.
- Play a lead role in assisting the Head of Department in maintaining rigorous faculty health and safety procedures, including hazard identification, risk assessment, COSHH compliance, equipment/machinery check and manual handling techniques.

### **Supporting Curriculum Delivery:**

- Prepare and/or set up a range of machinery and equipment in support of DT lessons, specific practical work, experiments, demonstrations, coursework etc.
- Clear away machinery and equipment as required.
- Assist teaching staff in the production of resource materials and teaching aids such as worksheets, plans, drawings, audio-visual aids etc.
- Provide general in-lesson support and guidance to staff and students as directed by the Head of Department.
- Provide practical and technical advice and guidance to teaching staff in relation to the use of materials, workshop techniques, technical problems encountered and best practice in general.



**Organisation and Administration:**

- Maintain an effective stock control system, conduct regular checks of consumables and other resources and maintain records as appropriate.
- Adhere to the Resourcing Task Schedule.
- In full consultation with the Head of Department, oversee the ordering, receiving, checking and safe storage of all equipment and consumables.
- Support the Head of Department with the resourcing aspects of development planning. This includes advising and making recommendations in relation to the replacement or additional acquisition of heavy equipment and machinery, thereby ensuring that these needs are detailed in the faculty's ongoing development plan.

**Knowledge, Skills and Experience:**

- Practical skills essential.
- Good communication skills.
- Able to work flexibly, proactively, and responsibly.
- Accuracy and an eye for detail.
- An ability to work proactively to ensure that actions are followed up.
- Flexibility in order to adapt to the changing needs of the school.

Any other duties assigned by the Headteacher, Head of Department or Business Manager.

The job description is current at the date shown but in consultation may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.***



# We believe in the potential of every child

## **OUR MISSION**

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

# Our Schools



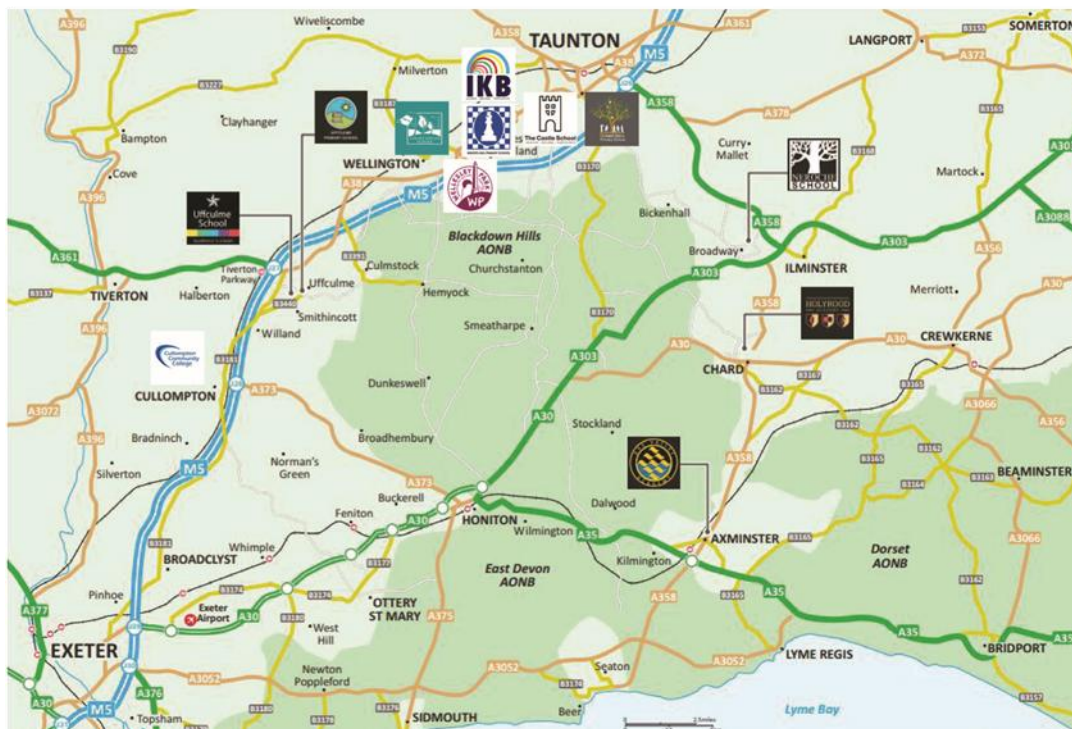




## LOCATIONS

All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.





BLACKDOWN  
EDUCATION  
PARTNERSHIP

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