**Applications are invited for the post of**

**DT Technician for September 2017**

**Salary: £12,653 (75% contract) pro rata** (35 weeks + 4 weeks holiday pay)

35 hours per week (8.30am to 4pm with 30 minutes lunch break), Term Time Only

***(Actual weekly hours may differ each academic year to accommodate the timetabling requirements)***

# The School

The Cathedral School in Llandaff is the leading independent school in Cardiff, the principal city of Wales. It educates approx. 700 pupils, boys and girls, aged 3 – 18; with the growth of the sixth form we expect the school roll to approach 800 in due course.

The school is located on an attractive campus adjacent to the ancient Llandaff Cathedral. It was founded in 1880 as a choir school to provide choristers to the Cathedral; this tradition continues today. The school moved to its present campus in 1958, then numbering 190 boys and being a preparatory school. It became co-educational approx. 25 years ago, and expanded very successfully to GCSE 10 years ago, achieving amongst the best GCSE results in Wales every year since. There are no boarders; all our pupils come from the locality, most from a 20 mile radius. Standards, academic and behavioural, are very high. All pupils, and all staff, are expected to give and to be the best they can.

The Cathedral School is a member of the Woodard family of schools and is the only Anglican choir school in Wales. The Christian faith is central to the life of the school and all members of staff are expected to actively promote the aims of a Christian school, to contribute willingly and generously of their time and commitment to school life, and to sincerely seek to do and to be their best.

In addition to membership of the Woodard Corporation, the Cathedral School is a member of the Society of Heads (formerly SHMIS), IAPS (The Independent Association of Prep Schools) and also of the Choir Schools’ Association.

# The School’s Aims

The School offers a broad curriculum which it aspires to deliver through the highest standards of teaching. It is expected that pupils will progress within the school until A level. The School not only prides itself on its musical, academic, sporting and artistic achievements, but also on its ability to challenge and motivate all its pupils. We want children to take risks in the classroom, not to be afraid of getting it wrong, but rather confident enough to ask questions and think for themselves. All children have talents and gifts, both in and out of the classroom and we are always looking to identify and celebrate these at every opportunity.

Ultimately our aim is to equip our young people with the skills, abilities, interests, experiences, qualifications and, most importantly, vision and values, to be the best that they can be, to spend their lives promoting the common good. We hope that each of them will, in some way either great or small, make the world a better place.

# The Art & DT Faculty at the Cathedral School

The Art and DT faculty is a high achieving, dynamic team of enthusiastic individuals. We pride ourselves on providing the highest quality of teaching and learning across all subjects.

# The Curriculum

At key stage two and three (Years 5, 6, 7 and 8), pupils follow a bespoke syllabus, broadly based around the English National Curriculum. These classes are taught in form groups. At GCSE we follow the WJEC/Eduqas syllabus and pupils are taught in groups of mixed ability. At A-Level, we follow the WJEC/Eduqas specification. Class sizes are a maximum of 24, although at GCSE and A-Level they are often significantly smaller, enabling us to provide an enhanced learning experience. The department is well resourced with a growing resource of equipment and materials.

It is an exciting time for the Art/DT faculty. We have recently expanded to A-Level and as a high achieving, successful Faculty; uptake of our post-16 courses is growing each year.

All members of staff are expected to make a meaningful and significant contribution to the co-curricular life of the school, and to be in full sympathy with the Christian ethos of this Woodard School, an ethos which pervades all strands of school life.

**Responsibilities in the Art & DT Faculty**

* To support the Subject Leader and teaching staff in delivering the DT Curriculum.
* Create and maintain a purposeful, orderly and productive environment, ensuring that the design rooms, workshop and stock areas are clean and well organised at all times.
* Timely and accurate preparation and use of specialist equipment /resources/materials as required by staff/curriculum/lesson plans.
* Develop an understanding of the curriculum and what resources are required.
* Assist the teaching staff in the setting up and running of practical sessions and demonstration.
* Collate ordering of materials needed for day to day teaching, liaising with the finance office.
* Delivery of materials and equipment to work area, retrieving after use and disposing of waste.
* Cleaning sinks and cleaning bench-top of debris and materials, clearing spillages, washing and repairing of equipment and returning to store.
* Disposal of hazardous and non-hazardous waste in accordance with established guidelines.
* Checking laboratory service and facilities and reporting any faults to the senior technician.
* Removal of unsafe equipment and materials and reporting them to Subject Leader.
* Visual checking of plugs and electrical equipment and reporting any faults to Subject Leader and Premises Manager.
* Maintain a database of department resources and update inventory records as requested.
* Organise and carry out the purchase teaching materials for lessons.
* Ensure health and safety at all times.
* Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own qualifications and report other damage/needs.
* Demonstrate and assist others in safe and effective use of specialist equipment/materials.
* Undertake technical support for structured and agreed learning activities/teaching programmes, this may be general assistant in the classroom, specialist teaching of an activities on a one-to-one basis or working with a small group on a focused task.
* To keep up to date with current procedures and practices through continuing professional development.
* To carry out health & safety and risk assessments relating to workshop work and apply CLEAPSS and COSHH regulations and assessments.
* Ensuring that all consumable materials particularly those of a toxic, flammable and explosive nature are stored correctly.
* Undertake additional administrative duties such as photocopying, laminating and displays as required by the Art & DT faculty.
* Attend school trips when required.
* Collating and inputting student data.
* Operating documentation systems (cataloguing, filing, worksheets etc).
* Use of CAD/CAM software and machines.
* Use and understanding of many workshop machines, such as: wood and metal lathes, bandsaw, scroll saws, mortice drill, pillar drill, disc and belt sander and a large range of other machines and hand/electrical tools.
* Preparing resources as required by Subject Leader and teaching staff.
* To undertake regular checks, minor repairs and reports faults and safety problems to the Subject Leader, a regular health and safely log will be kept.
* To participate in training and personal development program as required.
* Ensuring a safe environment by maintaining tidy working areas and ensuring that tools and equipment are stored correctly.

# Whole School Responsibilities

* Support and attend school open days (inc, one Saturday: early October).
* Support and attend school pupil discovery days, liaising with Subject Leader to run inspirational workshop sessions.
* Comply with all school policies and procedures including child protection, Health and Safety, and data protection.
* To be responsible for personal professional development making full use of advisory services and maintain a high level of current awareness regarding developments in science.

# Staff Benefits

Staff wishing to have their children educated at the school (subject to places being available and the child/ ren satisfying the normal entry criteria) receive a considerable remission on the fees. All staff are provided with lunch daily, free of charge. The professional development of staff is a high priority. The School is a challenging but happy place to work.

# Application Procedure

Applications, in the form of the school’s application form and a hand written letter should arrive for Mr Robert Leek, Bursar. The application form and job specification together with full details of the school can be downloaded at www.cathedral-school.co.uk. The financial package offered will be commensurate with the experience of the person appointed.

**THE CLOSING DATE: Friday 18th August 2017**

029 2056 3179

enquiries@cathedral-school.co.uk

www.cathedral-school.co.uk

**INTERVIEW DATE : Friday 25th August 2017**

# Child Protection

**The Cathedral School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with any previous employer, as considered appropriate, and a criminal record check via the Disclosure & Barring Service. They will be expected to uphold the school’s Child Protection Policy (copy on school website) at all times.**