



South Hampstead

High School

G D S T

JOB APPLICATION INFORMATION

DT Technician

FULL TIME OR PART TIME

START SEPTEMBER 2022



South Hampstead High School – an independent day school of 900+ pupils, including approximately 265 girls in the Junior School and over 140 in the Sixth Form – welcomes girls aged 4 to 18 from across London. It is a very popular school and entry is competitive at all ages. Established in 1876, it is one of 25 schools and academies belonging to the Girls' Day School Trust. Located in leafy Hampstead, with the buzz of central London's cultural life close at hand, the school is very well served by public transport and there are excellent local amenities nearby.

Excellent academic results place us comfortably amongst the country's top schools, and our pupils leave us for some of the most prestigious universities in the country and worldwide – but there is so much more to an education here than the girls' headline achievements. Pupils go on to become prize-winning authors, ground-breaking scientists, passionate campaigners, successful entrepreneurs, distinguished lawyers and trailblazing creatives.

Working at South Hampstead is stimulating, challenging and fun. Pupils are intelligent and inquisitive, energetic and engaging. We offer competitive salaries, generous employee benefits – including opportunities for sabbaticals – and a warm, supportive environment. There is a strong emphasis on Continuous Professional Development and on supporting teachers to engage with leading education research.

THE GIRLS' DAY SCHOOL TRUST

South Hampstead High School was the ninth school to be established by the Girls' Day School Trust (GDST) in 1876.

Today, the GDST is the leading network of independent girls' schools in the UK.

Since its foundation in 1872, the GDST has been at the forefront of education for girls and a strong voice in promoting opportunities for young women. Through the Alumnae Network, this continues after the girls leave school.

“When I first stepped through the doors here, I knew that it was a very special place to be – the wonderful atmosphere, dedicated staff and energetic girls, who are such a pleasure to teach.”

— South Hampstead Teacher

AIMS & ETHOS

At South Hampstead we believe that education should be a truly enriching experience. We believe in the power of knowledge as a tool for thought and creative endeavour, and a source of lifelong inspiration and curiosity.

In and out of the classroom, we want our pupils to explore the big questions; debate and discussion lie at the very heart of a South Hampstead education. We aim to create abundant opportunities for creative output and to encourage pupils to take risks. In our teaching, we do what we know works and put research and reflection at the heart of our professional development. Teaching is a noble profession and our staff are central to our success.

We aim to provide outstanding breadth of opportunity in our curricular and co-curricular programme and to open our pupils' minds to a myriad of possibilities. We believe that involvement in school life is a key factor in our pupils' happiness. But it's not just about taking part; we aim to instil in pupils a sense of purpose, pride and determination and the belief that they can compete on the biggest of stages.

We aim to create a warm, tolerant and kind community where girls can be themselves and make friends for life. We want them to play their part in our community and in the community beyond South Hampstead. The 21st century is a time of unique opportunities and challenges; we have a critical role to play in preparing our young women to live and thrive, work and lead in tomorrow's world.

TEACHING & LEARNING APPROACH

South Hampstead follows a curriculum that equips each girl with the means to develop her intellectual abilities as well as her personal and social values. Students are able to explore a deep and expansive body of knowledge, and to discover their strengths and interests via a broad, balanced range of academic, cultural and aesthetic subjects.

Pupils are intelligent, inquisitive, confident, energetic and talented. The programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

South Hampstead students love to learn. The store we set by the power of ideas is evident in the quality of the conversation, both inside and outside the classroom.

Our teaching is known for its rigour and its passion. In-depth subject knowledge and expertise are givens for all our teachers, but equally important is an innate ability to inspire the very best from each student, both as scholars and as individuals. With a colourful mosaic of enrichment opportunities available – academic societies, national competitions, leadership roles, independent learning projects, incredible speakers and exciting trips – every girl has the freedom to direct her learning and to flourish. Our ambition each year is that our pupils leave us as assured, adaptable, inspired individuals, ready to make their mark on the world and lead happy, successful lives.

“Throughout the school, pupils are highly motivated, articulate and have strongly developed skills for learning... they are self-aware, reflective and show initiative.”

— ISI Report

BEYOND THE CLASSROOM

We are proud to be a busy, buzzy school with a lot going on. Each week there are well over 100 co-curricular activities for the girls to get involved in, before, during and after school. Regular guest speakers, a comprehensive enrichment programme, local and international trips, leadership opportunities and charitable endeavours combine to provide an exceptional range of experiences beyond the classroom.

South Hampstead has a well-established reputation in the creative arts. We welcome writers, poets and artists in residence and put on ambitious concerts and performances. Speaking up and speaking out is encouraged from the earliest years: we have an in-house debating coach and a strong track record in a range of public speaking competitions.

In sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual – there are over 65 sporting clubs and teams to join, with state-of-the-art facilities both on site and at our nearby 4-acre sports ground. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

PASTORAL CARE

Our school is lit up by the attributes that matter most here – thoughtfulness, open-heartedness, respect, courage and honesty.

At South Hampstead we aim to encourage every girl to discover her own aspirations and to run her own race with regards to her progress and achievements. Under our unique co-tutor system, no form tutor is responsible for more than 12 pupils throughout the Senior School. They make sure every girl is thriving: supported, making good progress and feeling fully involved in school life.

Mistakes are learned from and successes are shared: each girl is encouraged to consider how she engages with feedback and to communicate her own strengths. There's plenty of experience on hand from older pupils: buddies and peer mentors provide a friendly face and practical advice, and a fun programme of intra-house activities regularly mixes the year groups, creating a real sense of togetherness and community.

Our programme of PSHE (Personal, Social and Health Education) prepares girls to go out into the world with confidence, inner strength and high self-esteem, ready to face challenges. There are also regular evening talks for parents, often reflecting the topics taught in class and as well as other issues on the minds of parents. We have a full-time nurse and counselling provision – it's completely normal for girls to sign up for sessions on any issue they like, completely free from any stigma. We understand how to educate girls, setting the feminist agenda and guiding well-rounded, well-grounded individuals to be the female leaders of the future.

THE CURRICULUM

The curriculum is designed to provide a secure and imaginative basis for academic progress at each key stage of a pupil's development. Our intention is that all our girls will develop their own enthusiasms and initiatives within a broad educational framework. The curriculum aims to provide our pupils with a rich experience in linguistic, mathematical, scientific, technological, human and social, physical, and aesthetic and creative education. It is designed to provide stimulation and subject matter appropriate for the ages and aptitudes of pupils. The teaching and learning environment is challenging but very fulfilling. The students are intelligent, inquisitive, confident, energetic and talented.

In Years 7, 8 and 9 the girls follow a full core curriculum, with Latin in all three years, one MFL in Year 7 and a second MFL added in Year 8. Drama, Art, Technology, ICT, PHSE and PE also form part of the programme. All girls currently study ten subjects to GCSE, including English Language, English Literature, Mathematics, one MFL and Science.

The curriculum throughout the school is such that all the girls have excellent opportunities to learn and make progress in their academic studies and personal development. Girls also enjoy opportunities in life beyond school. Their programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

BEYOND THE CURRICULUM

We have a great tradition of high achievement in the creative arts. Whether in Music, Drama, Art or Design and Technology, our girls are successful both in school and outside. There are many opportunities for them to perform and to exhibit their creative work throughout the school.

Music is at the very heart of school life, with a variety of major events each year and a host of smaller-scale concerts involving our many choirs, bands, ensembles and orchestras. It is our aim that every girl who comes to South Hampstead High School, regardless of her experience, accomplishment and aspirations, will have the opportunity, and every encouragement, to flourish as a musician.

Drama is packed with opportunities for all students to be involved both on stage and behind the scenes. There are many productions each year in both the Junior and Senior School, in which girls are encouraged to take an active part. We also participate in the annual Shakespeare Schools Festival and offer a wide variety of House Drama events, film making opportunities and master class workshops with external practitioners.

In Art, girls are encouraged to experiment and take risks while working within a fine arts framework. Students work with a range of media including textiles and sculpture. They also acquire skills in areas such as photography, filmmaking and animation.

Design and Technology is varied and very hands-on. Our older girls are regular award-winners in a number of competitions such as Young Inventor of the Year, Young Designer of the Year and Young Engineer of the Year.

Evidence of the talent we have here is displayed all around the school – paintings, sketches, photographs, sculptures and design projects that were created by our students are always on view.

In Sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual, during regular lessons at our four-acre sports ground and in the gymnasium, or as part of our co-curricular programme. We currently offer a total of 20 different sports and in excess of 60 sporting clubs across the Junior and Senior Schools. There are regular overseas sport and music tours and overseas expeditions, as well as the more usual school visits at home and abroad. In the Senior School, girls typically spend three hours a week in Sport; in the Junior School, at least two hours. Specialist coaches work with the girls on occasion, and there is a Going for Gold programme for our most talented sportswomen.

The 4 acres of playing fields, squash courts and dance studio are some 10 minutes' walk away. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

The Role

The role of the DT technician is critical in ensuring the smooth running of the department and in supporting teachers and pupils in practical activities to optimise teaching and learning. The job primarily involves the ordering, preparation, upkeep, setting-up and clearing away of equipment and materials, the mounting of work for display and adherence to, and development of, health and safety protocols in the department.

The role is as rich as the range of activities that take place in this busy department, as the technician is often called upon to assist in the production of complex and challenging work. Key attributes of adaptability, problem solving and sensitivity to the artistic aspirations of young people are key, as is the ability to make a positive contribution to the team.

Due to the extensive facilities on offer, the DT technician is expected to become conversant with a broad range of specialist DT techniques, demonstrating confident technical instruction of specialist equipment. The role is highly respected by pupils and staff.

Start date September 2022

The Department

A Design & Technology technician is needed to join our busy and successful department. We require a candidate that is highly motivated, well qualified preferably with appropriate practical and technical skills training and H&S DT certification in order to use all the workshop equipment. [Training can be organised for the above H&S certificates if required].

SHHS is a thriving and academically very successful school, the pupils being high achievers across the board and the standard set within the DT Department is without exception. Over the past nine years, the students have achieved mostly A and A* grades for their GCSE results and A and A* at A Level. Currently, girls are offered Product Design and Fashion & Textiles for GCSE and Product Design for A Level.

The girls enjoy pushing their skills to a higher level and have consistently won awards in prestigious events both local and national.

The present DT staff work hard and are a happy cohesive team. The teachers focus mainly on maintaining the hopes and aspirations of the pupils and on the quality of teaching and learning.

The opportunities for the girls at SHHS studying D&T are immense; from interaction with the business community, particularly at A level, to face to face discussions about their work with local designers and potential employers.

The GCSE and A level students have consistently enjoyed participating and deservedly winning awards in national competitions. We have also had at least one Arkwright Scholarship awarded to a student over the last 6 years. Design & Technology is a popular subject and parents wholly encourage those students that wish to further their careers in Design and support the competitive element of winning awards.

FACILITIES/RECOURCES

The Design Technology Department consists of three rooms and is situated on the ground and first floors of the main school building.

There is a small departmental office with a work station for each teacher and which stores some specialist or valuable equipment.

The Digital Studio is fully computerised with widescreen PCs and an interactive white board, an A2 Laser Cutter, a vacuum former and 2 3D printers.

The Textile Studio has a mix of PCs and laptops for flexibility, a Digital Rowland Cutter, a heat press a sublimation Printer and a bank of 8 digital sewing machines

The DT workshop is used mainly for 3D practical assignments using wood, plastics and a limited amount of metal work. It comprises of a general work area with machinery which includes three band saws, two belt sanders, a disc sander two pillar drills and four fret saws, together with a variety of occasional use machines for specialist work. The Technician's workstation is situated in a defined area of the workshop.

A copy of the DT Handbook will be available to the new candidate, outlining fully all the safety implications within the Department.

Specific Responsibilities

- Ensure that all surfaces and equipment is clear for use and regularly cleaned (liaising with cleaning team if necessary).
- All ongoing work is stored in its allocated areas.
- Equipment and materials are replenished and added to as required (using the school's ordering system- see below).
- Ensure that all copying and printing equipment is functioning correctly and advise SB if there is a failure.
- Replenish paper in copiers as necessary.
- Monitor use of rooms, especially workshop, and flag-up any ongoing usage problems.
- Maintaining standard school workshop equipment, specialist software, sewing machines etc and teaching area's.
- Ensure that all mechanical and hand equipment is serviced and working; including weekly checks, minor ongoing maintenance and repairs. Including specialist equipment eg. 3D printers & digital programming. All to be maintained to current safety standards and in relation inspection or audit requirements.
- Ensuring that equipment in intermittent use only is checked and available when required (see SOW awareness below) - including informing teaching staff of possible problems and instructing them on appropriate and tested usage.
- Ensure that the ordering of materials is processed as speedily as possible and following-up problems with suppliers & SHHS staff. Receipt and check orders and distribute to pre-determined storage area.
- Maintain the existing and instigate new storage systems as required to service the revised and new specifications. Ensure that the store rooms and storage areas are tidy, safe and accessible at all times.
- Liaise with the school site team eg. equipment moves or infrastructure failures eg. Electricity/ locks.
- Obtain permits as necessary eg. Hot working.
- Liaise with school ICT team to ensure full operation of digital resources.
- Ensure that all H&S records (RAs, COSHH, CLEAPSS) are complete and up to date and available as required. Be able to present and explain documents on request (eg. Inspection).
- Maintain accessible storage for equipment manufacturers working and maintenance instructions.
- Transfer all H & S records of equipment & materials to the digital files as required.

- Be familiar with the school timetable and the implications for the DT teaching programme – including collapsed timetable days and the carouseling of classes through the year.
- Ensure that all materials are prepared and available for each practical lesson for all year groups. Maintain a system to ensure all ordering is appropriate and timely for lesson materials.
- Monitor the use of practical spaces and advise/ comment (to HoD) if H & S protocols are not met or breached.
- Support all lessons for Y7 in the workshop and occasionally in other teaching spaces and some for Y8 & Y9 regularly, by agreement.
- Support lesson for Y10, 11, 12 & 13 as requested and support DT Making days for Y11 & 13.
- Support the delivery and work of 3D Design Club.
- Be able to comment on workshop competences (eg. For reports) and help award and distribute licences to Y7.
- Look-out for absent teacher messages referring to cover & prepare materials accordingly + deliver to cover teacher if necessary.
- Maintain and monitor a system of storing practical work, sketchbooks and textbooks for ongoing classes in each teaching space and ensuring that these are changed at the start of each carousel.
- Prepare and print internal examination papers and ensure that they are ready for use.
- Prepare examination stationery packs for students undergoing public examinations and deliver them to examination rooms.

SUPPORTING THE WORK OF THE GDST

Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST schools and support other staff in participating in GDST work, in order to develop and share best practice.

TRAINING & DEVELOPMENT

Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.

GENERAL REQUIREMENTS

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

PERSON SPECIFICATION

A proved DT expert with excellent technical skills.

Practical, organised and proactive in overcoming technical challenges.

Able to work effectively as part of a team.

Professional, reliable and discreet.

Able to demonstrate good practical ICT skills.

ADDITIONAL INFORMATION

This is a term time only role (+10 additional days).

The standard full-time hours of the post are 36 hours a week (excluding a lunch break) usually from 8am to 4pm, Monday to Friday. Full-time and part-time applications are welcome.

APPLICATION PROCEDURE

To apply please go to the [GDST Recruitment Portal](#) or via the [GDST website](#) and complete the online application.

Closing date is Monday 30th May 2022.

Interview dates will be Monday 6th or Tuesday 7th May 2022.

We reserve the right to close this vacancy early if we receive sufficient applications for the position and recommend that applications are submitted early.

It is the post-holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. You will adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmistress. Candidates should be aware that they will be asked to undergo a DBS check.

The GDST is committed to diversity, inclusion and real change: a family where every individual is valued, respected and included. The GDST is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.