



## **Application Pack & Job Description ADT Technician**



**Brookvale Groby Learning Campus**



## Welcome from the Headteacher

Dear Prospective Applicant

Thank you for expressing an interest in the role of ADT Technician at Brookvale Groby Learning Campus. This is an exciting time to join our campus and we look forward to working with a new member of staff who will share our ambitious vision, "Valuing Everyone, Achieving Excellence".

The campus has been through a period of significant change having converted to a multi academy trust in 2017 and a merger to a single academy trust from September 2019. Our founding schools were Brookvale High School, an 'outstanding' 11-14 high school, and Groby Community College, a 14-19 upper school graded as 'good with outstanding features'. Now, as a united campus, we meet the educational needs of over 1500 students with over 300 of those enrolled in our Post 16 provisions.

We have a strong ethos of valuing everyone and achieving excellence for all. We set very high standards for our students and ourselves, we work hard, we look after each other, and we are committed to professional learning for all staff. As a consequence, the motto we use on a daily basis with our young people is to work hard, be kind which we feel symbolises the culture we aim to create on campus.

We have a spacious semi-rural campus location and most of our students live in the surrounding villages with some travelling from Leicester and its western suburbs.

We hope the documents provided help you to gain a feel for the school, but if you'd like to find out more, then please contact Elaine Freeman - [efreeman@brookvalegroby.com](mailto:efreeman@brookvalegroby.com) - or telephone 0116 2879921, in the first instance.

All of the documents to support this application process are available on our website, [www.brookvalegroby.com](http://www.brookvalegroby.com).

We would like to thank you again for your interest in the post and we look forward to receiving your application. Please do note however that, to adhere to our Child Protection and Safeguarding procedures, CVs are not accepted as a form of application and are not put forward to the shortlisting panel. If you have not heard from us within 2 weeks of the closing date, then please take it that on this occasion your application has not been successful. If this is the case, then we thank you for your interest, and for the time spent applying.

Yours sincerely

Will Teece  
Headteacher



## Visions, Values and Ethos

The shared vision and values of the Trust underpins all that we do, including the governance arrangements for the Trust.

### **Our Vision**

*Valuing Everyone, Achieving Excellence*

### **Our Motto**

*Work Hard, Be Kind*

### **Our Core Values**

*Community, Aspiration, Resilience, Excellence*





## **Testimonials**

### **Emails from parents during COVID pandemic:**

*'I just wanted to acknowledge and thank you for all the ongoing engagement with students and communication with us as parents during this very difficult time. I can only imagine how much additional work this has generated for all the staff at BGLC, and it is greatly appreciated - we have felt very well informed throughout. As parents who both work full time we are not able to very closely supervise our sons during their home schooling, but we have seen how much engagement there has already been from their teachers, and I think/hope this will keep them on the right track! Many thanks again to all of the staff at BGLC.'*

*'I just wanted to send a quick "well done" and "thank you" to all your staff. I have 2 children at BGLC and I am very impressed with the lockdown learning that they have received this week. Thank you to your teaching staff for keeping them engaged in learning. In these challenging times, keep up the good work all.'*

### **Extract taken from email correspondence, following a tour of the school by a prospective parent:**

*'I would just like to say thank you for the time spent with me today on my tour of the campus, and state how impressed I was with the school. There seems to be a very calm, relaxed and organised approach to how the school operates, and I believe that obviously shows in the way your students behave.'*

### **Written comments from parent following Open Evening:**

*'I just wanted to write to say what a credit the students were to your campus last night. They were very helpful, polite and informative. I was in awe of the two students who spoke so confidently in front of a hall full of parents – what a talent to have at such a young age. The staff were all lovely too! We definitely left with a very positive view of the campus.'*

### **Written comments from parents following Year 11 Progress Evening:**

*'All the teachers I have met tonight know my son very well. I think all of them are interested and care about his progress.'*

*'All 3 of our children have thrived through the support that the school has given them, so happy with their education.'*

*'The school is excellent, helping my child progress and I would recommend it.'*

### **Year 10 student:**

*'In my opinion, the teachers that teach me are very patient in the sense that if I don't understand something, they will try their best to ensure that I grasp that piece of knowledge whether it be by a diagram or an acronym etc. Another great thing about the school is that we have so many facilities so that we can excel in whatever we may want to do.'*

### **Year 7 student:**

*'At our school we have amazing facilities and most importantly, very supportive staff!'*

*'Students feel safe at BGLC.'*

*'We are rewarded for hard work.'*

*'We are listened to and supported by the teachers and staff.'*

### **Extract of letter from staff member:**



*'I have had the most positive experience and have enjoyed every day of it. I have worked in schools for the last 10 years and have never worked anywhere like this. From day 1, I have felt part of something amazing and special....the school has such a positive atmosphere and nothing has been too much trouble for anyone.*

*I am sad to leave, but now have a great basis for my career ...although I think it will be hard to find a school as good! I wish you continued success and maybe one day we'll meet again!'*





## Why work at BGLC?

	
<ul style="list-style-type: none"> <li>● Free parking!</li> <li>● Professional Development Opportunities</li> <li>● Supportive Line Management</li> <li>● 'Open Door' Policy towards whole staff Wellbeing</li> <li>● Fully resourced curriculum for KS3-5</li> <li>● Clear / Evidence informed approach to teaching through our "Model of Expert Teaching"</li> <li>● Simple QA process through our Developmental Drop Ins</li> <li>● Simple approach to home learning - 20/20/20</li> <li>● Centralised behaviour system</li> <li>● Friendly supportive community</li> <li>● Professional learning community</li> <li>● Strong SLT presence</li> <li>● Amazing campus!</li> </ul>	<ul style="list-style-type: none"> <li>● No disruption to lessons permitted</li> <li>● No fads - We have a plan and we stick to it</li> <li>● No individual lesson plans</li> <li>● No high stakes observations</li> <li>● No gimmicks</li> <li>● No hours of marking - simple and effective whole class feedback prioritised</li> <li>● No excess data analysis or data inputs</li> <li>● No lengthy written reports</li> <li>● No stagnancy or complacency</li> <li>● No excessive after school meetings</li> </ul>





## General Faculty Information

The Art, Design and Technology Faculty is dynamic and high performing, and the work produced is energetic and creative. We have great facilities such as 2 specialist Food rooms, an A Level Photography studio, 2 well equipped workshops enabling the use of traditional and modern methods to produce design pieces, as well as several Art and Design specialist subject areas.

In Year 7 and 8, students currently study Food, Art, Textiles and Design for 9-10 week rotations to give them experience of the subjects, and the opportunity to skill build as well as experiment with subject specific processes. In Year 7 and 8 Graphics, the students have single lessons for half an academic year. In Year 9 we have introduced an element of choice so that the students study fewer ADT subjects in more depth. We currently offer a range of GCSE Design Subjects: Textiles, Fine Art and Graphic Design, Food Preparation and Nutrition and Level 2 Cambridge Nationals Engineering Design.

The broad range of courses at A Level means we regularly attract healthy numbers of Post 16 students. We currently offer AQA Fine Art, EDUQAS Art & Design: 3D Design, Photography and Graphic Design.

Rates of progress are very good within ADT due to the quality of the curriculum and the drive of the team. Results in ADT have been consistently high at both KS4 and KS5 over the last few years and this is due to both the staff and students' hard work and commitment.

The ADT learning environments are colourful and interesting with each subject area having its own classroom and particular identity. The ADT team consists of teaching staff and technicians who are all committed to working together to ensure students have the best experience possible. We are a friendly and supportive faculty with high expectations of ourselves, the students and the work they produce.

The campus places high emphasise on whole staff wellbeing, and operates an 'open door' policy for suggestions and ideas on how we can make things even better!

We look forward to receiving your application.





## **Advert**

# **ADT Technician**

**Grade 6 - £19,208 (pay award pending)**

**37 working hours per week, term time, permanent**

**(30 minutes unpaid lunch break each day)**

**plus 10 holiday hours to be worked during school closure periods.**

**Part-time working hours (job share) will be considered.**

**Specific working hours will need to be during the school day, although start/finish times can be negotiated with the right candidate upon an offer of employment.**

We are seeking to appoint an enthusiastic individual(s), to join our friendly team, working in a busy ADT area, across two buildings. The successful candidate(s) will support teaching staff to deliver practical lessons.

Full details can be found on our website – [www.brookvalegroby.com](http://www.brookvalegroby.com)

Visits to the campus are welcome.

Please contact Elaine Freeman if you would like to look around.

[efreeman@brookvalegroby.com](mailto:efreeman@brookvalegroby.com) or telephone 0116 2879921.

**Closing Date: 9am, Friday 29<sup>th</sup> September 2023**

**Interviews will take place within 2 weeks of the closing date.**

*The Brookvale Groby Learning Campus is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undertake pre-employment checks which will include an Enhanced Disclosure and Barring Service (DBS) check, and a declaration that you are not a disqualified person under the Childcare (Disqualification) Regulations (2009).*

*Applicants are advised that online searches may be carried out as part of due diligence checks.*

*Other necessary checks will also be undertaken, including the requirement for two satisfactory references (one from your most recent employer) to be received prior to any offer of employment being made.*



## How to apply

Please email your complete application form to:

Elaine Freeman  
[efreeman@brookvalegroby.com](mailto:efreeman@brookvalegroby.com)

### **Queries:**

If you have any queries on any aspect of the application, or need additional information, please contact Elaine Freeman on the above email address.

Thank you.







## **JOB DESCRIPTION**

<b>GRADE:</b>	<b>6</b>
<b>HOURS:</b>	<b>37 per week, plus 10 hours to be worked during school closure periods</b>
<b>RESPONSIBLE TO:</b>	<b>Faculty Leader ADT Assistant Faculty Leader ADT</b>

### **JOB PURPOSE:**

- To provide the ADT Faculty across the campus with technical assistance, in order to enhance the quality of educational experiences offered to the students in all ADT subjects.

### **KEY TASKS:**

- To assist teachers in the provision of high quality ADT lessons by providing and setting up practical resources as requested.
- To advise and assist staff, student teachers and students where appropriate.
- To assist with the preparation and setting up of equipment, apparatus, materials, solutions and stationery for use in classes.
- To assist in maintaining the Health and Safety Policy in the ADT Faculty.
- To ensure that classrooms and all areas are kept clean/tidy. This will include regularly cleaning sinks and workshop area.
- To assist with the upkeep of all ADT areas.
- To assist with the stock take and ordering of all ADT equipment and materials.
- Dealing with requests from students for equipment and materials.
- To carry out any other tasks commensurate with the post.
- Lunchtime supervision of students as required.
- To participate in training and professional development as appropriate.
- To participate in campus growth management arrangements.

### **WHOLE CAMPUS RESPONSIBILITIES:**

- Support current policies and recognised good practice on campus.
- Be aware of the importance of confidentiality and data protection.
- To work as part of a team, to act as a contact in providing basic emergency first aid, if training is provided.
- Willingness to be flexible in both approach and use of time.
- All tasks should be undertaken with due regard to Health & Safety Regulations.
- To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.

The Trust Board are seeking to promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable candidate with a disability.

All Brookvale Groby Learning Campus employees are expected to promote and safeguard the welfare of students at the school. Our Safeguarding Policy can be found on the campus websites and is made known to all. It is designed to guide staff, students and parents/carers with regard to Safeguarding issues. This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.



## PERSON SPECIFICATION

**Job Title:** ADT Technician  
**Grade:** 6

	Attributes Sought			
	Essential		Desirable	
<b>Qualifications and Professional Development</b>	GCSE English & Maths at Grade 4 (C) or above, or equivalent.  Commitment to continuing professional development.  ICT skills.	A  A/R  A/R	Evidence of all training / qualifications relevant to the ADT Technician role.  First Aid Qualification	A  A
<b>Experience &amp; Skills</b>	An interest in Art & Design Technology.  Excellent organisational and time managements skills with the ability to prioritise.  Good attention to detail and accuracy.  A conscientious approach to Health and Safety in the workplace.  Successful experience of working as part of a team.  Ability to work on own initiative.  An ability to work positively with all students including those with learning and/or behaviour difficulties.  Enthusiasm for becoming involved in the wider life of the school e.g. extra-curricular activities, residentials, school visits etc.  A willingness to undertake first aid training.  Ability to communicate effectively, both verbally and written.	A/I/ R  A/I  A/I/ R  A/I/ R  A/I/ R  A/I/ R  A/I/ R  A/I/ R	Successful experience of working with young people in a school environment.  Experience in supporting and advising teachers.  Previous experience as a ADT Technician within an educational environment.  Visual evidence of skills in the form of products or a portfolio (Textiles, Food, 3D, Graphics, Art, Photography).	A/I/R          I
<b>Personal Qualities</b>	Calm, flexible, and approachable.  Proactive and hard working.	A/I  I		



	Ability to work under pressure. A good timekeeping record. A willingness to dress as a professional in line with the ethos of the school.	A/I R I		
<b>Application</b>	A well written and well-presented application written specifically for this post.	A		
<b><u>Factors not already covered:</u></b> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.		A/I/ R		

In addition to candidates' ability to perform the duties of the post, all Brookvale Groby Learning Campus employees are expected to promote and safeguard the welfare of students at the school, therefore the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Please be aware that any relevant safeguarding issues that arise on receipt of references may be discussed at interview.

Evidence to be gleaned from:

- A Letter of application, application form
- I Interview process
- R Reference