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St Peter's School  
St Peter's Road  
Huntingdon  
PE29 7DD



## Job Application Pack

# Art/Design Technology Technician

School: St Peter's School

Salary: £11,261

Contract: Permanent. Part Time 21.5 hours per week term time only

Start date: May 2024

Application closing date: 29/04/2024

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## About our Trust

The Cam Academy Trust, originally The Comberton Academy Trust, was formed in 2011 to oversee the conversion of Comberton Village College to academy status in the first instance. With growing emphasis on academies working together in formal partnerships, the Trust quickly changed to become a multi-academy trust so that more schools could join and work closely with us.

As this partnership developed it was only right that the name changed with it as further schools/academies joined, including from the primary as well as secondary phase of education. The Comberton Academy Trust was renamed 'The Cam Academy Trust' – a clear statement that the Trust is greater than the sum of its parts.

The Trust currently comprises seven primary phase schools and four secondary schools, two with Sixth Forms. We are excited that a third Sixth Form is due to open at Cambourne Village College in 2023.

Our Primary phase schools are: Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Jeavons Wood Primary School, Cambourne, Offord Primary School, Offord D'Arcy, Hartford Infant and Pre-School, Hartford Junior School and Thongsley Fields Primary and Nursery School, Huntingdon. Bourn Primary Academy joined as the first Associate Member in 2021.

Our Secondary schools are: Comberton Village College (and Comberton Sixth Form), Cambourne Village College, Melbourn Village College and St Peter's School (and Sixth Form), Huntingdon.

The Trust strives for 'Excellence for All' and at the heart of this are six core principles which drive everything it does.

These are:

The Excellence Principle – Education must be of the very highest standard

The Comprehensive Principle – Education must be for all kinds and abilities

The Broad Education Principle – Education must incorporate a broad range of subject areas and personal development

The Community Principle – Every Academy must be at the heart of its local community and serve it well

The Partnership Principle – Each Academy must seek to work positively in partnership with others for mutual benefit

The International Principle – The curriculum inside and outside the classroom must have a clear international dimension.

## Benefits

We offer the following benefits, designed to promote your wellbeing and make your time with The Cam Academy Trust satisfying and rewarding.

### Core benefits

- Holiday – Up to 30 days' paid holiday a year plus bank holidays for full time non-teaching staff (statutory leave for teaching staff)
- Paid leave – enhanced sick pay, maternity pay and adoption leave pay (linked to service) and paid leave for unforeseen personal situations
- Pension – a generous defined benefit pension with the Local Government Pension Scheme or Teachers' Pension Scheme
- Death in service payment – lump sum payment and an ongoing pension for your partner & children (subject to conditions & membership of our pension scheme)

### Health and wellbeing

- Employee counselling and support – free, independent 24/7 help and advice for work-related issues, as well as problems affecting your home life
- Wellbeing groups – arrangements may differ from school to school (secondary school staff)
- Environment – good working environment with excellent facilities (facilities may differ from school to school)

### Professional development

- Professional development – full and part-funded training courses and a wide range of learning opportunities available to all staff

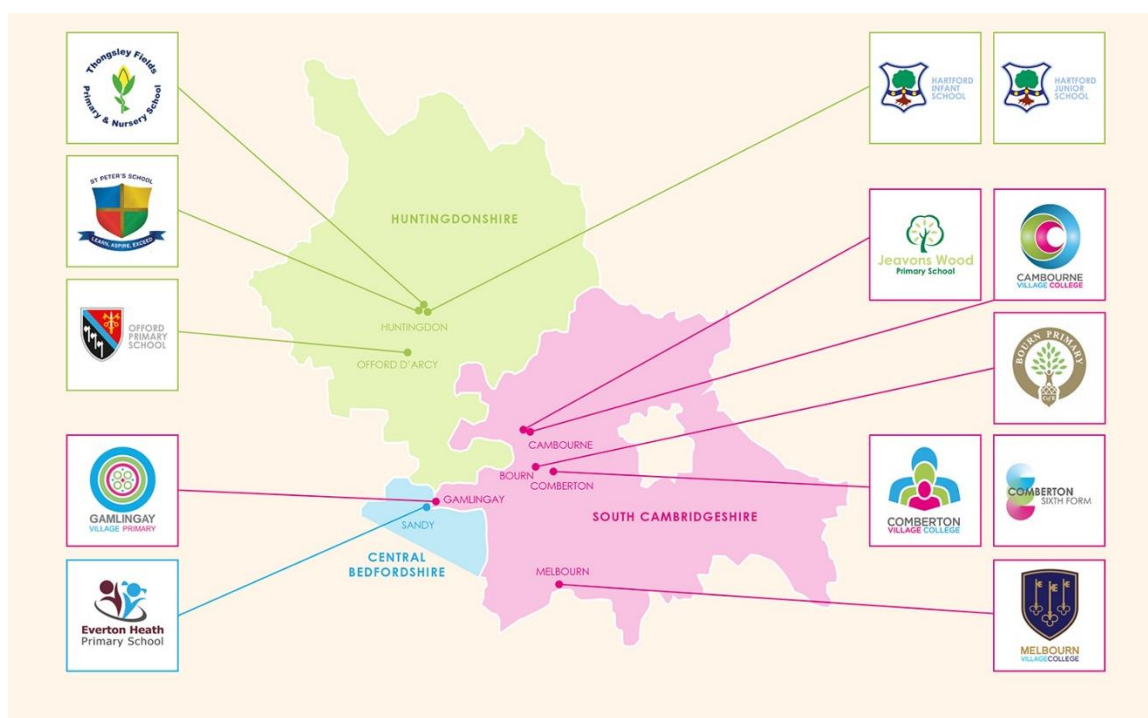
### Employee discounts

- Car parking – free and on-site
- Hot drinks – tea & coffee making facilities provided for all staff
- Cycle-to-work scheme – save £££ on a new bike and accessories
- Subsidised membership to the [Chartered College of Teaching](#) (teaching staff)

### Work-life balance

- Flexible working – all staff can make a request to work flexibly
- Teacher cover - We have Cover Supervisors reducing the amount of cover required by teachers and PPA periods are on timetables and not used for cover purposes (school teaching staff)

## Our Schools



### Comberton Village College & Comberton Sixth Form



Comberton Village College is a thriving community of approximately 1800 students, including 500 in the Sixth Form which was added to the school in 2011.

It was established in 1960 as part of Henry Morris' vision for schools being village colleges at the heart of their community and not just places for children to learn. It has a vibrant Adult Education department as well as an on-site Sports and Arts Centre, including a full-size artificial football pitch and spacious performance hall. Current improvements to the much-extended site include the installation of a £multi-million ground-source heat pump to move away from the use of oil.

### Cambourne Village College

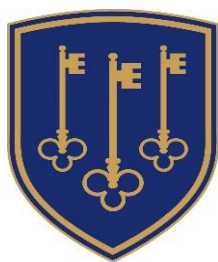
Cambourne Village College opened as a Free School in 2013 as the first new village college in Cambridgeshire for 30 years. It serves the community of Cambourne, a group of villages located between Cambridge and St Neots.

It has been repeatedly grown since its inception and now has plans for further expansion to include a sixth form from 2023 and further capacity to match growing demand for families moving into Cambourne West, the fourth of the villages it serves. It, too, offers extensive arts and sports facilities for community use.



It was the first school in the Trust to equip its students with iPads, an initiative now being rolled out across the Trust.

## Melbourn Village College



**MELBOURN**  
VILLAGE COLLEGE

summer 2022.

Melbourn Village College is the smallest and oldest of the village colleges in the CAT community. With around 600 students in Years 7-11, it still offers an innovative curriculum with Mandarin taught to all from Year 7 with the option to take the language at GCSE level and, recently, at A Level in conjunction with Comberton Sixth Form.

Melbourn is undergoing considerable investment and improvement with a new artificial pitch that opened in late 2021 and work due to start on upgrading classrooms in

## St Peter's School, Huntingdon

St Peter's School is located in the heart of Huntingdon and offers a nurturing and supportive environment for around 1400 students from a diverse multi-cultural catchment.

The school joined the Trust in 2016 and has undergone significant change with Ofsted continuing to rate it as a 'Good' school. There has also been major investment in its buildings and infrastructure with a complete refurbishment of the Sixth Form and more work completed during Summer 2023.



## Everton Heath Primary School



**Everton Heath**  
Primary School

Located just over the Bedfordshire border, Everton Heath is the smallest school in the Trust with just over 70 students. However, the installation of two new classrooms in 2021 has given it capacity to grow.

It has joined forces with larger neighbours, Gamlingay Village Primary (less than two miles away) and the second smallest Trust school, Offord Primary, in a new collaborative West Village Partnership. It is a catchment school for Comberton Village College.

Everton Heath Primary School is part of the newly formed West Village Partnership.

## Gamlingay Village Primary

Established as a full primary school by the Trust in 2018 from Gamlingay First School, it was relocated to the former middle school site following a major upgrade to the existing buildings.

It is now a thriving school for more than 380 pupils and includes specialist primary provision for students on the autistic spectrum, many of whom go on to



Comberton Village College's similar secondary offering as Comberton is the school's designated 11-16 provider.

Gamlingay Village Primary School is part of the newly formed West Village Partnership.



### Hartford Infant and Preschool

Renamed in early 2022 to reflect the addition of a bespoke preschool, the team are proud of their caring, secure and purposeful environment to nurture youngsters at the start of their educational journey.

The school shares a site with the Junior School in a suburb of Huntingdon and most pupils make the natural transition across the playground before going on to St Peter's, allowing them the full educational experience within the Trust.

### Hartford Junior School

Hartford Junior School has two-form entry at the start of Key Stage 2 with the majority switching from the Infant School next door.

Rated 'Good' at their first inspection since joining the Trust in 2017, they are proud of their progress in recent years, based on their ethos of 'effort, encouragement and excellence'.



**HARTFORD**  
JUNIOR SCHOOL

### Jeavons Wood Primary School, Cambourne



Jeavons Wood is one of four primary schools located in the growing South Cambridgeshire community of Cambourne and is a feeder school for Cambourne Village College.

It has more than 400 pupils in a modern, airy building constructed 10 years ago and works unswervingly to support all their pupils both socially and academically.



**OFFORD**  
PRIMARY  
SCHOOL

### Offord Primary School

The newest full members of the Trust, Offord joined in 2019 and undergone significant changes with a new headteacher and the recent collaborative partnership with Gamlingay and Everton Heath.

They are the first primary school in the Trust to obtain enough iPads for every pupil after securing a generous donation from a local charity which supports education in Offord D'Arcy and Offord Cluny.

Offord Primary School is part of the newly formed West Village Partnership.



## Thongsley Fields Primary & Nursery School, Huntingdon

Thongsley Fields Primary & Nursery School was created in 2003 from separate junior and infant schools built to serve families on the Oxmoor estate in Huntingdon. They joined the Trust in 2018 and with a new headteacher are developing grand plans for their curriculum., their grounds and the provision and support for pupils and their families.

Like Hartford Junior School, they are a partner primary for St Peter's School with whom they share a Governing Body.

## Bourn Primary Academy

Bourn Primary Academy, a single form entry Church of England school, became the Trust's first associate members in September 2021, cementing an already close relationship with both Comberton and Cambourne Village Colleges, which it lies between.

All the Trust's services are available to Bourn, which is in the Comberton catchment, and they now work closely with all the other schools and staff across the Trust, sharing experiences and best practice.



## Safeguarding Children and Young People

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check and other relevant pre-employment checks.



## The Vacancy

Art/Design Technology Technician  
Scale 2, Points 4-5 (£23,114 - £23,500 FTE) Actual Salary £11,261-£11,449  
March 2024  
21.5hrs per week Monday Wednesday Thursday 09:15-14:15 and Friday 08:30-15:30  
Permanent contract subject to satisfactory probationary period

St Peter's School Huntingdon, part of The Cam Academy Trust, is seeking to appoint an enthusiastic Art/Design Technology technician to join our fantastic Creative Enterprise Faculty. This role is for 21.5 hours per week term time only.

The successful candidate will be responsible for providing exceptional support to the Creative Enterprise Faculty for the delivery of excellent teaching and student experience.

- Assist the teaching staff with preparing ingredients and materials for practical lessons within the department
- Prepare and check equipment before and after lessons in accordance with directions from the class teacher
- To supervise/assist with the use of equipment and health and safety and hygiene matters in lesson.
- To clean the Food rooms / workshops after use
- To immediately report to the Head of Faculty any potential problems
- Maintenance of stock inventories. Report low levels of stock to the Head of Faculty / second in Creative Enterprise Faculty as necessary.
- Order / purchase / source best price of resources for department lessons
- Preparation for lessons and extra-curricular activities by means of regular liaison with teaching staff and colleagues.
- Ensure that the teaching and storage areas are cleared after use and that all apparatus/materials are cleaned and put away as necessary.

If you are interested in applying for this position, please submit a letter of application (no more than one side of A4) and an application form to the schools HR Manager on [recruitment@stpetershuntingdon.org](mailto:recruitment@stpetershuntingdon.org)  
Application forms are available on the school website [www.stpetershuntingdon.org](http://www.stpetershuntingdon.org) under the Join Us, Staff, Current vacancies tab.

The closing date for receipt of applications is midday on 29<sup>th</sup> April 2024

Please note we do not accept CV's. Shortlisted candidates may be subject to online searches as part of due diligence checks

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check, satisfactory references to the school, and medical questionnaire.***

## About Us

Welcome to St Peter's School. We work together with our students to make sure every individual has the best chances of success, now and in the future. We trust our young people to be responsible and positive members of society which is why we encouraged them to define our ethos.

Our students identified 3 key areas that they felt defined a high quality education. **Learn, Aspire & Exceed.** With these shared, common goals, staff and students collaborate to create a high quality learning environment.

### Learn

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Our staff and students were unanimous in learning being the focus of our school. This covers the academic knowledge and skills needed to make rapid progress but importantly also covers much wider range of opportunities for students to develop their character, resilience and abilities.

### Aspire

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We want our students to leave St Peter's ready to make a positive impact. Our Careers Education, Information and Guidance (CEIAG) widens students experience and broadens their horizons in terms of future educational and employment opportunities.

### Exceed

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Our students do not want to succeed; they want to do better. They want to exceed what is expected of them in every part of their lives. We are proud to celebrate their successes and to prepare them to lead excellent lives.

### Background

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We hope that you will join the nurturing partnership between staff, pupils and parents which gives our school the right environment for students to make the most of their learning.

Through our unique combination of care and academic challenge, we are making sure that our students maximise their learning opportunities within a safe and secure environment and are delighted that Ofsted agree we are taking great strides towards these goals, rating St Peter's as 'good' in October 2022

At St Peter's we are committed to providing a positive learning environment in which every student can achieve his or her best. Every single adult at St Peter's has the same purpose – to support our young people to become successful adults of the future. We have high expectations and aspirations for all of our students and we work to prepare them fully for the future beyond school, recognising, nurturing and celebrating individual skills and talents.

## Job Description

<b>POST TITLE:</b>	Art/Design Technology Technician
<b>HOURS WORKED:</b>	21.5 hours per week term time Monday Wednesday Thursday 09:15-14:15 and Friday 08:30-15:30
<b>SALARY:</b>	Scale 2 point 4-5
<b>RESPONSIBLE TO:</b>	Second in Creative Enterprise
<b>PURPOSE OF JOB:</b>	<ul style="list-style-type: none"> <li>• Foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times.</li> <li>• To work under the guidance of the second in creative enterprise and Head of Faculty, providing support to Teachers within the Creative Enterprise Faculty</li> </ul>

### Safeguarding

- Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).
- Safeguarding the mental health and wellbeing of students and staff


### Main Responsibilities:

- Assist the Art DT Technician and teaching staff with preparing ingredients and materials for practical lessons within the department.
- Prepare and check equipment before and after lessons in accordance with directions from the class teacher.
- To supervise/assist with the use of equipment and health and safety and hygiene matters in lesson.
- To clean the Food rooms / workshops after use
- To immediately report to the Technician any potential problems
- Maintenance of stock inventories. Report low levels of stock to the Technician / Head of Faculty / second in Creative Enterprise Faculty as necessary.
- Order / purchase / source best price of resources for department lessons
- Preparation for lessons and extra-curricular activities by means of regular liaison with teaching staff and colleagues.
- Ensure that the teaching and storage areas are cleared after use and that all apparatus/materials are cleaned and put away as necessary.

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

## Person Specification

Criteria	Essential	Important	Desirable	Measured
 <b>ST PETER'S SCHOOL HUNTINGDON</b> <b>ART/DESIGN TECHNOLOGY TECHNICIAN - PERSON SPECIFICATION</b> This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment				
<b>QUALIFICATIONS</b>				
Educated to GCSE standard or equivalent in English and Mathematics.	✓			Application/Certificate
Higher education qualifications in related area			✓	Application/Certificate
<b>EXPERIENCE AND SKILLS</b>				
Able to work in a busy environment.	✓			Application/Interview/Reference
Ability to communicate confidently, clearly and effectively, both verbally and written.	✓			Application/Interview/Reference
Experience of working with a school		✓		Application/Interview/Reference
Good working knowledge of MS Office, MS Word, Outlook	✓			Application/Interview/Reference
Good organisation skills and the ability to prioritise workload.	✓			Application/Interview/Reference
Willingness to work as part of a team and independently	✓			Application/Interview/Reference
Community Focus - Understanding and responding school community needs, demonstrating a passion for high quality customer service.	✓			Application/Interview/Reference
Drive and Perseverance - Maintaining a high degree of motivation and commitment to producing work of the highest possible standard.	✓			Application/Interview/Reference
<b>INTERPERSONAL SKILLS</b>				
Ability to work unsupervised	✓			Application/Interview/Reference
Commitment to promoting and safeguarding the welfare of all staff and students.	✓			Application/Interview/Reference
Flexible attitude with the ability to work under pressure and to deadlines, whilst maintaining a high level of accuracy.	✓			Application/Interview/Reference
Willingness to undertake in-service training	✓			Application/Interview/Reference



