

IT Technician

Weavers Academy

Start Date: November 2021

"Striving for success, focusing on learning"



**WEAVERS
ACADEMY**
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of IT Technician.

Working in partnership, Weavers Academy and the Trust have made much progress in recent years.

Underpinning our vision - *‘striving for success by focusing on learning’* – the school has

pursued a rigorous and continuous programme of educational improvement. As a result, curriculum planning, teaching strategies and assessment techniques have advanced and driven student progress. Work that the school has done to further improve behaviour and attendance has resulted in students becoming increasingly ambitious for their futures.

The role is vital to this in supporting identified students to accelerate in their learning and progress across a range of subjects. Students by ensuring their emotional well-being and safety.

Our unique Knowledge Connected approach teaches students to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have an impact on the world around them.

We were delighted to have been awarded a ‘good’ judgement from Ofsted in May 2017. However, we are not complacent and want to achieve much more for our students and to build on the school’s strengths. We seek to appoint an ambitious, creative, committed and energetic colleague to be a key contributor to the achievement of this goal.

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- We want to appoint a candidate who has the ability and skills to support students and teachers to accelerate their learning and progress by providing high quality technical support and advice to the Academy.
 - We want to appoint a candidate who will proactively promote the school values and mission statement fostering an atmosphere of respect, recognition, celebration and mutual support in the school.
 - Our staff have great pedagogy, are open to learning and new challenges and importantly never give up.
 - We use a wide range of strategies flexibly to suit the needs of our students.
 - There is a learning culture for our staff, with extensive CPD on offer for effective and tailored professional development.
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To ensure that our staff remain at the leading edge of educational thinking and practice we offer a wide range of professional development opportunities. In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops through school-to-school support.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our ‘Knowledge Connected’ approach to learning on our YouTube channel: www.youtube.com/user/creedacad. I look forward to receiving your application.

Yours sincerely

Vivien Swaida
Principal

“We seek to appoint an ambitious, creative, committed and energetic colleague”

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST

Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employability skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity



You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT WEAVERS ACADEMY

We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in Wellingborough.

Since September 2013 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the young people in our care.

Our on-site facilities include:

- Sports fields
- Multi-Use Games Area marked up for netball and football;
- School hall with sound system and projector;
- Dance/Drama studio complete with sound system and mirrored wall;
- IT suites with state-of-the art technology;
- Interactive whiteboards in the majority of classrooms;
- Modern and open-plan library with wide range of reading materials



You can find out more at:
www.creativeeducationtrust.org.uk

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that they excel and give our students the education they deserve.

We chair the Trust-wide academic communities on 'Ambition Curriculum', 'Teacher Training' and 'Learning and Teaching'. We are proud to be in the family of Creative Education Trust schools and are keen participants in all manner of school-to-school support initiatives.

We have a vibrant leadership development programme. Our SLT 'Associate Leader' programme is routinely over-subscribed and popular with staff. We provide secondment opportunities – at our school and at other Trust schools – for Vice-Principals reaching out for that wider school experience in preparation for Headship.

'Friday BLT' – the Breakfast Learning Team had their inaugural meeting way back in 2015. Since then, it has remained a firm favourite with staff. The meeting is held on a Friday morning from 8am – 8.30am before the start of the school day. Breakfast is provided. The meeting is a chance for teachers and support professionals to review research, to share practice and whilst collaborating, to have a good laugh! (which we think is vitally important for our staff). The chair is rotated termly, and all staff are welcomed and encouraged to join in.

'Accelerated Learning' – a weekly 'drop in' for teaching teachers to discuss the specific strategies that have been identified as the most effective in meeting the needs of students with SEMH. This session is chaired by our Assistant SENDCO. It is a really good forum for support with the teacher planning process.

We have a number of steering groups in the school that enable the voices of all staff to be heard. We believe that creative solutions come from collaboration. Currently, the steering group leading on 'behaviour and attitudes to learning' is revisiting our ethos, reviewing our student praise and awards programme and looking closely at the training and developmental support that our staff require to re-launch our Behaviour for Learning Policy in September.

Most recently during the global pandemic we have further developed the role of our school counsellors. Our 'breathing space' days, open to all staff provide opportunities for colleagues to 'download' in a safe space. A coaching model is used by our experts in residence and staff report that they have found this provision really effective in supporting their resilience. We intend to continue this initiative and to develop it further at the end of the pandemic.

Our bespoke programme of peer-to-peer support is called 'joint-practice development' – or now fondly termed 'JPD' – and it involves everyone in the school. 'Donors' meet up with 'recipients' to set their own agendas to develop practice. Through plan-try-review methods, teachers work together to modify teaching strategies so that we can root the best practice in every classroom. The model is based upon the work of David Hargreaves and also incorporates Rosenshine principles. Currently, JPD is focusing on improving the quality of learning and teaching in order to meet the needs of students supported by the pupil premium and those with SEND.

You can find out more at:

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IT TECHNICIAN

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Weavers Academy, Wellingborough

SALARY

NJC Grade 4 Points 7-11

Actual Salary £18,530 - £20,057 per annum

37 hours per week / 42 weeks per year

(Term time plus four weeks)

THE ROLE

Overall aim to support the Governors, Principal and teaching staff in their aim to improve student achievement by providing a positive learning environment. To be a team member undertaking duties as required to meet the needs of the school and the team.

The ICT Technician supports the Network Manager to ensure that the school's ICT network operates effectively and efficiently to support the maintenance and development of the school's ICT resources.

REPORTING LINES

The post will report to the Network Manager.

IT TECHNICIAN RESPONSIBILITIES

- Undertaking first / second line support for hardware, software, networking, and user problems. Analysis of problems, faults and breakdowns, and carrying out repairs as necessary.
- Provide a high level of customer service to all end users (students and staff)
- Maintain accurate incident records ensuring incidents are logged quickly and accurately via the CEAT Helpdesk. Keep users informed of progress recording the changes as appropriate.
- Referral of serious technical and support problems to Network Manager and external engineers / technicians as appropriate.
- Installation and testing of new software and hardware (including drivers) when required in line with CEAT procedures and naming convention.
- Identify, resolve and/or document workarounds for desktop related problems.
- Image, deploy and manage desktops, Laptops and other end points and devices
- Set up and maintain secure user access to systems You can find out more at www.creativeeducationtrust.org.uk
- Test and install new software, ensuring licensing compliance.
- Set up and maintain user accounts, ensuring that new staff and students receive credentials in a timely fashion.
- Maintain computer peripheral equipment such as scanners, printers, whiteboards, projectors, touchscreens and ensure that this hardware is tested and prepared for use when required.
- Take an active role in the on-going support of the academy's Office 365 tools such as SharePoint, OneDrive and Microsoft Teams for Education
- Create and update user guides for hardware and software
- Provide cross curricular assistance in classrooms.
- Monitor, maintain and update ICT equipment inventory.
- Monitor use of systems by users to ensure appropriate use is maintained. Carry out spot checks as necessary
- Assist Network Manager with updates, procedures and support of school SIMS databases.
- Assist Network Manager to maintain the schools network ensuring servers are backed up and data is restored as and when required.
- Maintain an up to date working knowledge of relevant ICT issues and equipment, undertaking training as necessary.
- Set up for and assist users with the usage of the school's lesson observation camera equipment.
- Replace toner and ink cartridges as needed.
- Maintain and update the school website as appropriate ensuring it provides meaningful, up to date and well-presented information taking into account CEAT Design Guidelines.
- Undertake other appropriate work as delegated by the Network Manager, including involvement in new projects i.e. ICT facilities.
- Maintain confidentiality at all times in respect of school related matters to ensure security of data and users.
- Carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

EVENTS AND SCHEDULED MAINTENANCE

- Support the Network Manager in any Academy wide events.
- Support the Network Manager at major annual events as needed (this may include a few evening events).
- Work flexibly and after office hours when required, such as for IT maintenance tasks

PARTNERSHIPS AND PROMOTION OF THE SCHOOL

- Support partnership working, particularly with sister schools within Creative Education Trust, to ensure that this is a strength of the school and enhances the opportunities available to students.
- Where possible actively support and establish links with other learning establishments and employers and training providers to maximise opportunity for students.

SCHOOL ETHOS AND COMMUNITY

- Work with parents and students to ensure that they have an understanding of the aims of the school, its policies and procedures and future direction.
- Foster a culture where students respect others and their physical surroundings through implementing a range of strategies developed with external consultants, monitoring their impact on outcomes.
- Work with the Network Manager to implement the Academy's ICT vision and core values.

PERSONAL QUALITIES

- Must be adaptable, flexible and change agile.
- Excellent inter-personal skills and the ability to remain constructive under pressure.
- A 'can do' and 'will do' attitude.
- High level interpersonal and communication skills.
- Commitment to equality and diversity.
- Integrity, openness, energy and enthusiasm.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Develop strong, positive relationships with Creative Education Trust colleagues; participating in trust-wide work and projects as appropriate.
- Participate with internal and external partners and specialists to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:
www.creativeeducationtrust.org.uk

IT TECHNICIAN SELECTION CRITERIA

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Maths and English GCSE at Grade C or above (or the equivalent)	Professional ICT qualifications (e.g.) Microsoft
EXPERIENCE	- Experience of providing direct customer care using a variety of methods, this must include communication of information - Experience of working with the general public - Experience of clerical work in a similar environment	- Previous experience of working in a school environment - Experience with the school management and financial management systems and accurate entry of data - Experience of child protection procedures
KNOWLEDGE AND TECHNICAL SKILLS	- Excellent working knowledge of Microsoft office – Word, Excel, Powerpoint - A knowledge of the safeguarding responsibilities of adults working within a school environment. - An understanding and commitment to ensuring complete confidentiality in all matters and adherence to GDPR regulations - Knowledge of Microsoft Windows 7/8/10, Office software and other desktop products, Microsoft Windows Server 2008/2012, Microsoft Active directory, Anti-Virus, Web filtering systems. - Knowledge of networking and management of network hardware such as switches & wireless systems. - Excellent communication, numeracy and literacy skills. - Ability to prioritise tasks and work under pressure during troubleshooting and problem-solving.	- Knowledge of interactive Whiteboards, touchscreens and associated software. - Knowledge of cloud-based systems such as Office 365. - Knowledge of SIMS Management Information system. - Knowledge of child protection.
SKILLS AND PERSONAL ATTRIBUTES	- Excellent telephone manner - Good interpersonal skills and be able to communicate effectively verbally and in writing - Ability to work as an effective team member - Adaptable and flexible with a can do and will do attitude - Ability to convey straightforward information, orally and in writing, to colleagues, pupils and parents - Ability to convey information clearly and accurately - Ability to maintain accurate records and filing systems - Excellent time management skills and proven ability to deal with conflicting demands and manage priorities	

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	ESSENTIAL	DESIRABLE
SKILLS AND PERSONAL ATTRIBUTES	• Ability to work in an organised and methodical manner • Ability to develop good relations with staff and pupils and the wider schools community • Ability to work as an effective team member • Fast and accurate keyboard skills • Ability to be effective in the face of difficult situations and pressure • Ability to handle people at a variety of levels with politeness, sensitivity, tact and the need to respect confidentiality • Ability to maintain accurate records and filing systems • Excellent time management skills and proven ability to deal with conflicting demands and manage priorities	
EQUAL OPPORTUNITIES	• A demonstrable commitment to supporting and promoting safeguarding, equality and diversity	

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