

A close-up portrait of a young person with light brown hair and green eyes, wearing black-rimmed glasses. The person is looking directly at the camera with a neutral expression. The background is a soft, out-of-focus grey.

IBELONG

Candidate brief

Design and Technology Technician



Southbank
International School

LONDON'S LEADING IB WORLD SCHOOL

CONTENTS

About our school and staff	3
Our campuses	4
The International Baccalaureate	6
Welcome to Cognita Schools	7
Job description	8
Person specification	10
Overview of employee benefits	11
How to apply	11

ABOUT OUR SCHOOL AND STAFF

For more than 30 years, Southbank has stood at the forefront of providing a world-class education to children and young people from London's international community and the UK.

Visit any of our five campuses in the heart of London and we're sure you'll be impressed by the diversity of our students and their academic excellence and social skills. Currently, they come from over 60 countries and speak around 20 languages.

At Southbank, over 800 children and young people study one of three inspiring but challenging International Baccalaureate (IB) programmes:

- Primary Years Programme (ages 3–11) – Hampstead and Kensington
- Middle Years Programme (ages 11–16) – Westminster
- Diploma Programme (ages 16–19) – Westminster

Absolutely key to the delivery of our IB Programmes, and our continuing success, are our teachers and administrative staff. Our aim is to attract employees from around the world who can help maintain and grow our reputation as a centre for outstanding teaching and learning. In particular, we seek to appoint people who encourage a global perspective and educational adventure, while practising the highest standards of professionalism.

In return, we offer all members of our team a competitive salary, an excellent range of benefits and many opportunities for career progression. In addition, some new employees may be entitled to a relocation package, depending on their location when they are offered a position at Southbank.

SAFEGUARDING OUR STUDENTS

Southbank is committed to safeguarding and promoting the welfare of children and young people. This means we will undertake pre-employment checks before any appointment is confirmed. These will include an enhanced Disclosure and Barring Service (DBS) check and overseas police checks in any countries that a candidate has lived in for longer than three months since the age of 16.

OUR CAMPUSES



KENSINGTON

Primary Years Programme

Our Kensington campus consists of two adjoining Victorian villas located in the stunning Notting Hill area of London. Facilities include an IT lab, a music room and two sound-proofed practice rooms, a library / media centre, and a hall which is used for many purposes, including lunches, sport, school 'town meetings' and concerts. There is also a large garden with a climbing frame, sandpit and a wide range of toys and equipment for children to enjoy.



HAMPSTEAD

Primary Years Programme

Our Hampstead campus is a purpose-built building located in one of London's leafiest suburbs. It features excellent learning facilities including a vibrant library, a bespoke art room and a Music room with performance and teaching space. Our Edible Courtyard offers a quiet space for vegetable and flower growing, as well as birdhouses and bug hotels.



PORTLAND PLACE (WESTMINSTER)

Middle Years Programme

Our Portland Place campus is spread across two large Grade II listed mansion blocks. It features a wealth of excellent facilities, including five science labs, a computer lab, art and music rooms, a small hall / theatre, and two libraries featuring networked computers. Because of Portland Place's close proximity to Regent's Park, we host a wide range of sports and outdoor activities in the royal park. Nearby, students also have the opportunity to visit many famous London locations.



CONWAY STREET (WESTMINSTER)

Middle Years Programme and Diploma Programme

Our Conway Street campus is a striking, modernised building located a few minutes' walk from Warren Street and Great Portland Street underground stations. It features a wide range of high-quality facilities, including a science lab, art studio, social space / hall and language suite, which is set across four storeys. We're also particularly proud of our Library Resource Centre (LRC) at Conway Street. It offers access to over 3,800 books, DVDs, audiotapes, magazines, local and national newspapers and university prospectuses.



CLEVELAND STREET (WESTMINSTER)

Middle Years Programme and Diploma Programme

Our Cleveland Street campus opened in September 2018 and allows an additional 219 students to benefit from the Southbank experience. Spread over five floors, it features a wide range of different environments, including specialised classrooms, a large common space on the top floor, study and learning pods, and a design technology lab in the basement. As requested by students, the new campus also features calming colour schemes and living moss walls which bring nature indoors.

THE INTERNATIONAL BACCALAUREATE

The International Baccalaureate (IB) was founded as a progressive non-profit educational foundation in 1968. Initially, it developed a Diploma Programme to help children acquire the necessary skills and knowledge to live, learn and work in a rapidly globalising world.

By 1994, the IB had introduced its Middle Years Programme for students aged between 11 and 16. It then added the Primary Years Programme for children aged 3 to 11 in 1997; and in 2012, it launched its Career-related Programme for students between the ages of 16 to 19.

Today, the IB works with over 4,000 schools in 148 countries and offers its four programmes to over one million students. At Southbank, we're delighted to be one of these schools. Every year, we see how the IB programmes help to develop inquiring, knowledgeable and caring young people.

We also share the International Baccalaureate's overall aim to create a better and more peaceful world through the understanding and respect of different nationalities and cultures.

For further information about the International Baccalaureate, please visit southbank.org or ibo.org, the official website of the International Baccalaureate.

HOW IB PROGRAMMES DIFFER FROM OTHER CURRICULA

- They encourage students of all ages to think critically and challenge assumptions.
- They are developed independently of government and national systems, and incorporate quality practice from research and IB's global community of schools.
- They encourage students of all ages to consider both local and global contexts.
- They develop multilingual students.

WELCOME TO COGNITA SCHOOLS

Cognita Schools was successfully launched in 2004. Since then, we have worked hard to build a great family of schools around the world. Currently, we have 67 schools in Europe, Latin America and South-East Asia.

We employ over 5,000 teaching and support staff who are responsible for the education and care of more than 30,000 students.

We value and respect the individuality of all our schools, with each one retaining its own unique ethos, as well as curricula and programmes that are tailored to the needs of its students and parents. Wherever in the world you visit a Cognita school, you will find empowered school leaders, committed teachers and students who are enthusiastic learners.

Everyone in Cognita is connected.

OUR PURPOSE

Inspiring and empowering children within a caring environment to achieve more than they believe possible.

Cognita Education has three key ingredients:



Academic

—
Pursuing academic excellence for every child



Character

—
Developing character



Global

—
Connecting with a global community

JOB DESCRIPTION:

DESIGN AND TECHNOLOGY TECHNICIAN

REPORTING TO

Head of design

HOURS

8.15am-4.45pm

RESPONSIBLE FOR

To provide technical support to teaching staff and students primarily in MYP Design and DP Design Technology. To adopt a flexible style in order to tackle a range of routine duties in the Design and Technology department.

SPECIFIC DUTIES

1. To check and prepare materials, resources, and equipment for daily use, and prepare materials for long term projects. To check that equipment is provided at the start of lessons and that it is returned at the end.
2. To carry out routine maintenance of workshop equipment, machine and hand tools to include:
 - (a) repairs where appropriate including tools, machinery and equipment as necessary within appropriate regulations and safety practices.
 - (b) checks on the correct functioning of the extraction, equipment and 3D printers, lasercutters, etc.
 - (c) to arrange servicing of equipment as required.
3. Work alongside teachers during designing and making activities to aid student progress as and when required.
4. To provide technical advice and help to staff and students, for example, manufacture pieces of equipment, jigs and fixtures as required by staff for class demonstration or student use.
5. To maintain continuous oversight of working practices within the department to ensure that all safety procedures are being adhered to. To check the stock level of first-aid boxes and replenish as necessary.
6. Advise staff on the state of materials and other stocks and undertake inventory checks. To be responsible for ordering materials and tools for teachers and to track deliveries and invoices.
7. Maintain storage and display for students work and other materials.
8. Prepare materials and/or resource packs for teachers and students design-based projects.
9. To practice and promote fair and equal treatment of staff and students throughout the course of performing all duties contained within this job description.
10. To undertake other duties of a similar level and responsibility as may be required from time to time.

SAFEGUARDING RESPONSIBILITIES

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

This job description is liable to variation to reflect changes in the requirements of the post.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the relevant Cognita Safeguarding: Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Child Protection Officer/ Designated Safeguarding Lead or to the Principal, or make a referral directly to the local child protection authorities.

PERSON SPECIFICATION

DESIGN AND TECHNOLOGY TECHNICIAN

Essential	Desirable
Have relevant experience of working in an similar role	Previous School Experience
Relevant previous experience of working with DT Equipment and Machinery	Knowledge of Health & Safety legislation as it relates to the work of a school
Be able to prepare practical lessons for DT lessons at IB Level	Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals
Be able to use their own initiate	
Must have the technical ability to confidently use the 3D printer/ Laser cutter and arrange Rapid Photography Typing.	
Knowledge of Health and Safety and manual handling	
Knowledge of safe working practices	
Computer Literate	
Be able to move between sites easily sometimes carrying small equipment	

OVERVIEW OF EMPLOYEE BENEFITS

Southbank aims to offer every member of our team a competitive salary, a range of great benefits and excellent opportunities for career progression.

Our benefits include:

- Competitive salary
- Childcare Vouchers
- Cycle to Work Scheme
- Eye Tests
- Pension
- School Fees Discount (conditions apply)
- Annual Salary Increment
- Interest free season ticket loan
- Computer Loans

Staff recruited to work at Southbank may also be entitled to a relocation package, dependent on the location of the individual at the point of hire.

Further information about benefits will be provided upon appointment.

HOW TO APPLY

We are delighted that you are interested in joining Southbank International School.

We welcome applications from qualified, experienced teachers looking for a vibrant, challenging and rewarding teaching experience.

Teaching candidates are evaluated on four key areas:

- High-quality teaching practice
- Contribution to learning area and curriculum development
- Relationships with students, staff and parents
- Contribution to the whole school.

To apply, please do the following:

- Visit www.southbank.org
- Download the appropriate application form
- Complete the form and email it to jobs@southbank.org
- Please note: CVs are not acceptable for any role.

JOBS AT SOUTHBANK

**For all our latest vacancies,
please visit www.southbank.org**

**If you have any queries about a
position, please contact us on
jobs@southbank.org**

Southbank Kensington (3–11 years)
36–38 Kensington Park Road, London W11 3BU

Southbank Hampstead (3–11 years)
16 Netherhall Gardens, London NW3 5TH

Southbank Westminster (11–19 years)
63–65 Portland Place, London W1B 1QR
17 Conway Street, London W1T 6BN
379 Euston Road, London NW1 3AU