



**TUDOR  
HALL**

## DT Technician (Full Time) INFORMATION PACK





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## The School

### Tudor Hall

Tudor Hall is an independent boarding and day school of approximately 300 girls, of whom 75% are full boarders. The school is situated in parkland surroundings approximately one mile outside Banbury.



Tudor Hall is a successful school in many different ways. We are a High Performance Learning (HPL)

Pathway School; academically excellent from a broad intake with high levels of achievement in all areas of school life including art, drama, music and sport. We are progressive and outward looking in our vision for the school. The size of the school allows us to give our girls an individual education and provide the best possible platform for the next phase of their lives. The school has been well resourced over recent years and departments generally have their own teaching space and, within reason, whatever resources they need for teaching the curriculum.

Entry into the school occurs at 11+, 13+ and 16+. The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. The ethos of the school is to foster the strengths of the individual, both in and out of the classroom, as is evident by the excellent examination results. In the summer of 2024 the girls have achieved 69.5% A\*– B grades at A Level or equivalent and 54% 9–7 grades at GCSE with 96% achieving 9–4.

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## DT Technician

Design Technology is taught to all students in KS3 and is an option at GCSE and A level. The Design Technology department follows the Cambridge IGCSE specification for Product Design and Graphic Products at GCSE and the Edexcel specification in Product Design at A level. The Design Technology Technician should be practically minded, possess good workshop skills and have a flexible attitude. ICT skills are desirable. The Technician must also be experienced and confident in the safe handling of tools and workshop machinery. The Design Technology Technician will report directly to the Head of Design Technology.

The successful applicant will be required to work for 37.5 hours per week flexibility will be required.

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## Duties and Responsibilities

Key responsibilities for the DT Technician include, but are not limited to:

- to support the Head of Design Technology in all aspects of the work of the department;
- ensure the routine maintenance of all workshop machinery, tools and equipment;
- responsible for the ordering of materials and equipment for the department;
- assist the teacher in the preparation of lessons and gain familiarity with the work to be covered, prepare materials and the classroom to ensure an effective learning environment;
- to cover and lead class teaching (under supervision) as and when appropriate;
- provide group and/or individual activities, planned by the teacher, working alongside the teacher according to the published timetable and for specific programmes of support to achieve learning objectives;
- participate in feedback between pupil and teacher;
- attend and contribute to staff meetings, open evenings and/or consultation evenings as required by the school;
- support the class teacher during lessons;

- prepare the workshop for use and clear up after sessions and to maintain a safe environment at all times;
- help exhibit pupils' work and maintain the Design Technology notice board and workshop displays;
- to maintain a tidy, dust free environment especially in the computer/graphics room;
- to make up exemplar projects for use as visual aids as required;
- to label and organise the resources and tools;
- to attend Risk Management meetings;
- to attend INSET as required;
- to adhere to Health and Safety regulations at all times.

This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, recognising areas of development and aspirations. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position.

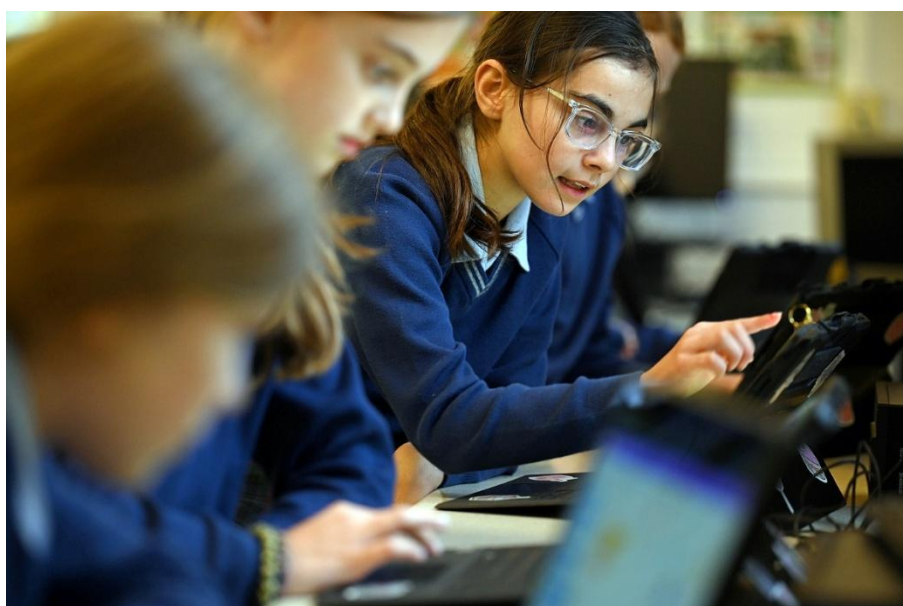
All staff share responsibility for safeguarding and promoting the welfare of the children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure and Barring Service and adhere to the School's Safeguarding Policy.

Tudor Hall committed to providing a mutually respectful, safe and happy environment, where everyone can thrive and meet their full potential and where diversity is celebrated.

## Person Specification

The successful candidate will:

- Be a positive role HPL model, inspiring girls to achieve the highest standards.
- Be a good team player.
- Be a strong communicator.
- Have IT skills. use of Microsoft Office packages is desirable.
- Have good interpersonal skills.
- Have a natural ability to get on with, support, understand and command the respect of girls aged 11-18.
- Have excellent attention to detail.
- Hold workshop health and safety certification or be willing to undertake this qualification on appointment.
- Have enthusiasm for and interest in the education and welfare of young people.
- Be in sympathy with the Christian ethos of the school.
- Have a strong work ethic.
- Be committed to the full boarding ethos of the school.
- Be able to support and extend the extra-curricular life of the school.
- Be an ambassador for Tudor Hall at all times.



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## Working at Tudor

We are in an enviable position in one of the most accessible parts of the UK surrounded by beautiful countryside and yet within walking distance of Banbury. Direct trains from Banbury station to London Marylebone take 55 minutes, to Birmingham 45 minutes, with many more direct destinations accessible including Newcastle, Manchester, Reading and Bournemouth. Access to junction 11 of the M40 is at Banbury with links to London and the Midlands.

The local area around Tudor Hall is made up of pretty ironstone villages and is home to great walking and cycling with plenty of places to stop for a drink or a bite to eat. Stratford upon Avon is half an hour away, the regency town of Leamington Spa is also close by. Both offer a great array of independent shops, places to eat, cultural and leisure activities. We also have Oxford and everything that it offers within striking distance.

The community at Tudor Hall is friendly and welcoming with many staff living on site. The full boarding nature of the school means that there is always plenty going on in the evenings and at weekends and new staff feel they very quickly become a valued part of the community.

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## Benefits

Tudor offers competitive working conditions and benefits including:

- All employees are auto-enrolled into a pension scheme after three months' service;
- Training opportunities for personal and professional development;
- 40% day fee pupil discount (pro rata for part-time staff);
- Childcare vouchers – tax initiative designed to help working parents save money on their registered childcare costs;
- Personal Accident Insurance including dental cover and a confidential counselling, advice and information service;
- Active staff social group offering clubs and activities including: 5-a-side football, running club, aerobics, yoga, chess club, staff band, choir and orchestra, staff quizzes and parties;
- Free on-site parking;
- Subsidised meals in term time;
- Access to school library, gym, swimming pool and other sports facilities;
- Annual flu vaccinations.



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## Terms and conditions as per Employment Contract

Post:	Design Technology Technician
Hours:	Full Time, Term Time only (37.5 Hours) During school terms the employee shall work contracted hours while the school is in session and at any other time (including during school holidays, at weekends and before and after the school's normal starting and finishing times) as may be necessary in the reasonable opinion of the Headmistress for the proper performance of his/her duties.
Salary:	Subject to experience. Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1 <sup>st</sup> September each year.
Probation period	Sixth Months
Holidays:	5.6 weeks inclusive of Bank Holidays. Public and Bank Holidays occurring during school terms may well be working days.
Pension:	The School offers a Support Staff defined contribution pension scheme. Full details will be provided on appointment.
Retirement:	The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
Sick pay:	The employee's benefits during periods of authorised absence through illness or injury are the same as teachers in the maintained sector.
Notice:	The employee's appointment may be terminated by either party giving to the other not less than eight weeks' notice in writing.

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## How to apply

The closing date for applications is 11:00 Monday 18<sup>th</sup> August, 2025. Interviews will take place within 14 days of the closing date.

Please send a covering letter addressed Mr Simon Smith, Deputy Head Academic summarising your suitability for the post along with the completed application form to [recruitment@tudorhallschool.com](mailto:recruitment@tudorhallschool.com).





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