

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Technician for the Arts (At, Media and Performing Arts)
<b>JD Reference:</b>	STD ED 34
<b>School/Academy:</b>	Lincroft Academy
<b>Weeks:</b>	39 Weeks
<b>Hours of work:</b>	32.5 hours
<b>Salary:</b>	Grade 4
<b>Responsible to:</b>	Curriculum Lead for Subject

<b>Role:</b>	To provide support the curriculum area
<b>Purpose of job:</b>	To provide timely and effective technician support to all teachers in the department to enable them to discharge their curricular responsibilities to all the students throughout the school.

### **Responsibilities and Accountabilities:**

- Prepare and provide all materials, resources and practical equipment required for lessons as ordered by the teaching staff. Setting up equipment if requested. These requests will be made by staff on weekly prep request sheets (teaching staff deadline of Thursday for the following week).
- Ensure the proper maintenance of all equipment in accordance with good practise and the department safety policy.
- Ensure that correct stock levels are maintained and undertake stock taking.
- Ensure that the requisite Health and Safety regulations and Codes of Practice are complied with for the safety of all staff and students, and reporting as required, to the Curriculum Lead.
- Make regular checking of department equipment, fixtures, fittings and services. Reporting any faults to the site team and the Curriculum Lead.
- Maintain resources and to provide resources in the classrooms when requested by the teaching staff.
- Undertake photocopying as requested by the teaching staff.
- Maintain good displays around the school.
- Contribute to the prep, planning and delivery of extra-curricular activities and school events some of these may be outside of normal working hours – Dates to be agreed in advance.



- Provide support for any staff covering lessons by providing them with any cover work set by staff and resources.
- Complete various administrative tasks as requested by the teaching staff, eg, data inputting, filing, etc.
- Clean practical and preparation areas regularly.
- Undertaking and participating in any training as and when required.

#### **Support to the School/Academy/Place of work:**

- Participate in staff events by arrangement.
- Attend Staff Meetings.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the Trust values.
- Follow school policies, practices and procedures.
- Hours authorized by the school in excess of full-time hours will be paid at the overtime rate.

#### **Data security:**

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

#### **Health and Safety:**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.
- Contribute to the maintenance of a safe and healthy environment.

#### **Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.



### **Child Protection and Safeguarding:**

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

***All staff will be subject to an enhanced check with the Disclosure & Barring Service.***

**Updated: January 2024**



**Person Specification:  
Technician**

Assessment Key:  
A = Application Form  
I = Interview

<b>Education and Qualification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Good educational background with GCSE or equivalent in English Language	✓		A/I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Experience of subject background	✓		A/I
Experience of working in the education sector		✓	A/I
Experience of working with young people		✓	A/I
Experience of working as part of a team	✓		A/I
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Knowledge of using different IT software such as Microsoft Office, Email. With training, use the school management information system	✓		A/I
The interpersonal skills to communicate effectively and professionally with staff, students, parents, and other outside agencies (by phone and in person)	✓		A/I
Ability to establish good working relationships with colleagues	✓		A/I
Ability to work as an individual, as well as part of a team	✓		A/I
Ability to work using own initiative	✓		A/I
Ability to always remain calm and professional	✓		A/I
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Highly motivated and enthusiastic	✓		A/I
Committed and reliable	✓		A/I
High professional standards	✓		A/I
Excellent timekeeping	✓		A/I



<b>Child Protection</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Support the Academy policies on safeguarding and child protection	✓		A/I
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Flexibility of working hours	✓		A/I

