

JOB DESCRIPTION

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| POST: | Classroom Technician (Design and Technology) |
| GRADE: | Grade CD2, SCP 4-6 |
| RESPONSIBLE TO: | Head of Department |
| STAFF MANAGED: | None |
| JOB PURPOSE: | <p>To work under the guidance of the Head of Department and the Lead teacher to coordinate the use and maintenance of practical resources and facilities.</p> <p>To provide assistance and advice in meeting the practical needs of the curriculum.</p> <p>To assist in carrying out the stock control, the preparation of resources, constructing and modifying apparatus, together with assisting with basic demonstrations.</p> <p>To support compliance with the health and safety requirements of teaching the practical part of the curriculum</p> |
| ACCOUNTABILITIES/MAIN RESPONSIBILITIES | |
| Effective Communication and engagement with children, young people and their families and carers | <ul style="list-style-type: none"> • Offer guidance, assistance and support to teachers on the practical aspects of the curriculum. • Communicate effectively with all children, young people, families and carers. • Know that communication is a two-way process. • Know and understand the procedures and legislation relating to confidentiality issues that apply to your role. |
| Communications | <ul style="list-style-type: none"> • Communicate effectively with other members of staff and pupils within the school. |

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| <p>Other / Administrations</p> | <ul style="list-style-type: none"> • Keep up-to-date with current procedures and practices through continuing professional development. • Complete routine and non-routine checks and cleaning. • Arrange maintenance, testing and repairing of equipment to the required standard. • Create and maintain a clean and orderly working environment Assist in carrying out stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records. Assist in the preparation of resources for the curriculum under the guidance of the curriculum and departmental lead. • Keep appropriate records of maintenance, risk assessments and staff training |
| | <ul style="list-style-type: none"> • Assist with basic demonstrations. • Undertake minor clerical duties • Ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy. • Assist with the provision of out of school learning/enrichment activities e.g. clubs within guidelines established by the school. • Participate in the school's performance management scheme. Participate in training and learning activities and performance development as required. |
| <p>Resource management</p> | <ul style="list-style-type: none"> • To participate in the training and development and performance management processes within the school. |
| <p>Safeguarding</p> | <ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate in accordance with the Trust and school's safeguarding policies and procedures. |
| <p>Systems and Information</p> | <ul style="list-style-type: none"> • To fulfil the necessary administrative tasks associated with the responsibilities of the post. • Use of the Health and Safety support packages through NYES and CLEAPPS to ensure compliance with statutory requirements and best practice. • Use of the Trust's accounts package to raise orders. |
| <p>Data Protection</p> | <ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. |

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| <p>Health and Safety</p> | <ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedures. • Contribute to the assessment, monitoring and review of both health & safety procedures and information resources through a process of self-evaluation. • Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards. • Ensure the healthy, safe storage and accessibility of equipment and materials. • Maintain records of accidents and incidents within the department and ensure they are included with the school central records of accidents and incidents • Be a qualified first aider to support the first aid requirements of the department |
| <p>Equalities</p> | <ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement |
| <p>Flexibility</p> | <ul style="list-style-type: none"> • The Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Coast and Vale Learning Trust Policies and Procedures. |
| <p>Customer Service</p> | <ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. |
| <p>Date of Issue</p> | <p>February 2023</p> |

PERSON SPECIFICATION

| Essential upon appointment | Desirable on appointment (if not attained, development may be provided for successful candidate) |
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| <p>Occupational Skills / Knowledge</p> <ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents. | <ul style="list-style-type: none"> • Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame. • Good understanding of child development and learning processes. • Behaviour management |
| <p>Experience</p> <ul style="list-style-type: none"> • Experience appropriate to working with practical equipment and/or within a team | <ul style="list-style-type: none"> • Appropriate experience of working in a school department relevant to subject area. |
| <p>Qualifications</p> <ul style="list-style-type: none"> • NVQ Level 2 in relevant subject or equivalent. | <ul style="list-style-type: none"> • Appropriate first aid training • Use of specialist equipment |
| <p>Personal Qualities</p> <ul style="list-style-type: none"> • Demonstrable interpersonal skills. • Ability to work successfully in a team. Able to exercise discretion & judgement. • Self-motivation to complete required duties. • Confidentiality. | |
| <p>Other Requirements</p> <ul style="list-style-type: none"> • To be committed to the school's policy and ethos. • To be committed to Continual Professional Development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours; and attitudes to use authority and maintaining discipline | |