**Cardinal Wiseman Catholic Technology College**



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| **JOB DESCRIPTION** | | | | | | | | |
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| **Job Title:** | | Senior Technician | | | **Job No:** | |  | |
|  |  | | | | | | | |
| **Grade:** | | GR3 | | | **Division:** | |  | |
|  |  | | | | | | | |
| **No of Posts:** | |  | | | **Section:** | |  | |
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| **1.0** | **JOB PURPOSE:** | | | | | | | |
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|  | **1.1** | This level is applicable for technicians working at a senior level with children within either   1. an Advanced Practitioner role or 2. a management role | | | | | | |
|  | **1.2** | To support teaching staff in the development and education of children including the provision of specialist technical skills and knowledge at an advanced level across a range of disciplines. | | | | | | |
|  | **1.3** | To support teaching staff in the development and education of children including taking management responsibilities for other technicians. | | | | | | |
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| **2.0** | **DUTIES AND RESPONSIBILITIES:** | | | | | | | |
|  | **Advanced Practitioner:** | | | | | | | |
|  | **2.1** | To undertake the duties of a technician level 3 and in addition undertake all or most of the following as agreed with teaching staff and with minimum supervision. | | | | | | |
|  | **2.2** | Use specialist technical skills to meet the educational needs of learners. | | | | | | |
|  | **2.3** | Contribute to the assessment of the needs of learners’ practical needs within the specialist area. | | | | | | |
|  | **2.4** | Lead for whole school in a designated technical area and share expertise and skills with others. | | | | | | |
|  | **2.5** | To take part in the School’s Performance Management process and access CPD. | | | | | | |
|  | **Management Role:** | | | | | | | |
|  | **2.6** | In addition to the duties normally expected of a level 3 technician, this role will encompass the day to day management of technicians within the school/dept. | | | | | | |
|  | **2.7** | Contribute to the development and implementation of policies relating to Technicians. | | | | | | |
|  | **2.8** | Line-manage individuals and teams of technical staff including responsibility for staff development. | | | | | | |
|  | **2.9** | Be involved in the process for the recruitment of Technicians | | | | | | |
|  | **2.10** | In consultation with appropriate Heads of Department, assist in the development and monitoring of relevant plans and procedures to support the implementation of the curriculum and school targets. | | | | | | |
|  | **2.13** | Manage the use of resources to meet the needs of the school. | | | | | | |
|  |  | **2.13.1** | Develop and monitor the relevant budget and liaise with the responsible officer as appropriate. | | | | | |
|  |  | **2.13.2** | Undertake the deployment of technical staff in line with the school policy. | | | | | |
|  |  | **2.13.3** | Ensure physical resources are managed to best value and liaise with relevant personnel. | | | | | |
|  | **2.14** | Where appropriate determine, implement and monitor health and safety risk control measures with statutory guidelines. | | | | | | |
|  | **2.15** | Research and assist with the implementation of new technical processes as required for a changing curriculum in conjunction with the relevant head of department/faculty. | | | | | | |
|  | **2.16** | Ensure that the training & development needs of staff are assessed and met in conjunction with school policy. | | | | | | |
|  | **2.17** | Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with. | | | | | | |
|  | **2.18** | To ensure all tasks are carried out with due regard to Health and Safety | | | | | | |
|  | **2.19** | To undertake appropriate professional development including adhering to the principle of performance management. | | | | | | |
|  | **2.20** | To adhere to the ethos of the school | | | | | | |
|  |  | **2.20.1** | To promote the agreed vision and aims of the school | | | | | |
|  |  | **2.20.2** | To set an example of personal integrity and professionalism | | | | | |
|  |  | **2.20.3** | Attendance at appropriate staff meetings and parents evenings | | | | | |
|  |  | Any other duties as commensurate within the grade in order to ensure the smooth running of the school | | | | | | |
|  | **OBSERVANCE OF THE CITY COUNCIL’S**  **EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED** | | | | | | | |
| **3.0** | **SUPERVISION RECEIVED**: | | | | | | | |
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|  | **4.1** | **Supervising Officer’s Job Title:** | | | [TO BE INSERTED] | | | |
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|  | **4.2** | LEVEL OF SUPERVISION | | | | | | |
|  |  | 1. Regularly supervised with work checked by supervisor | | | | | | |
|  |  | 2. Left to work within established guidelines subject to scrutiny by supervisor | | | | | | |
|  |  | 3. Plan own work to ensure the meeting of defined objectives | | | | | | |
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| **4.0** | **SUPERVISION GIVEN**: (excludes those who are **indirectly** supervised ie through others) | | | | | | | |
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|  | **Post Title** | | | **Grade** | | **No of Posts** | | **Level of**  **Supervision**  **(as in 3.2**  **above)** |
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|  | * Use 1, 2 or 3 as in 3.2 | | | | | | | |
| **5.0** | **SPECIAL CONDITIONS:** | | | | | | | |
|  | **5.1** |  | | | | | | |