

**JOB DESCRIPTION**

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| **JOB TITLE** | **Technician (linked to Health and Wellbeing Area – P.E.)** |
| **GRADE** | Min – A7 £10,950 - £17,688 (depending on experience) |
| **DEPARTMENT** | Health & Well Being |

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| **JOB PURPOSE**  Responsibility for managing the availability and maintenance of equipment, practical resources and facilities. If required provide assistance, advice and demonstration to students and staff in use of equipment and resources. Be highly flexible, adaptable and able to support the numerous projects and initiatives that happen within the health and wellbeing department. |

1. To actively support the Academy vision, ethos and strategic development. Identify personal performance targets in line with the Academy’s performance management policy.
2. To support the area of Health & Wellbeing.
3. Support students’ learning, progress and achievement and record and report upon student progress, including details on attendance, attitudes to learning and additional needs.
4. To ensure that learners are able to achieve, experience success and aspire to future learning and employment.
5. To promote the inclusion and acceptance of all students within the learning environment.
6. Contribute to the development of learning and assessment materials.
7. To communicate sensitively and effectively with parents/carers.
8. To provide general clerical and administrative support
9. To set up equipment and resources ready for lessons
10. To maintain the learning environment; this includes:
    1. Maintain equipment and ensure it is safe to use and safely stored.
    2. To complete a termly stock check – and any as seen as appropriate during term
    3. Develop and maintain an equipment booking system for PE lesson.
    4. Ensure stores, reception and other areas of the PE department are kept safe, clean and tidy.
    5. To keep a daily records pertaining to borrowed kit, consent forms and other documentation as required to meet the demands of the clerical side of the department.
    6. Monitor and maintain IT equipment including tablets, laptops and other media. This will also include daily checks
    7. Laundry care of school team kits, spare kit and any other items as may be required from time to time.
    8. Prepare resources as required by teaching staff.
    9. Maintain all first aid box contents
    10. Assist with creating displays and digital media
11. Support the implementation of IEP’s, Behaviour Plans and personal care programmes
12. To address the ECM agenda in their dealings with students, colleagues and parents/carers.
13. To maintain a positive attitude, seeking to bring out the best in learners and having high expectations for all.
14. Constantly strive to improve own performance and identify areas for self-improvement, attending appropriate training.
15. To keep own CPD record up to date.

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| **STANDARD DUTIES** | |
| 1. | Promote and implement equality and diversity |
| 2. | Adhere to legislation and the Academy’s policies and procedures |
| 3. | Due regard to safeguarding and promoting the welfare of children and young people. |
| 4. | Participate in performance reviews and professional/personal development activities. |
| 5. | Will model the Academy’s values at all times to generate a shared purpose |
| 6. | Respect confidentiality. Confidential information to be kept in confidence and not released to unauthorised persons. |
| 7. | To undertake any other duties as appropriate, commensurate with the grade of the post. |

**CONTACTS**

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| All students, Teachers, employees and contractors on site  Area Leader |

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| **RELATIONSHIP TO OTHER POSTS** | |
| Responsible to: | Area Leader for Health & Wellbeing |
| Responsible for: | NO STAFF RESPONSIBILITIES |

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| **SPECIAL CONDITIONS**  Enhanced DBS Check for a Regulated Activity. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **PREPARED** | November 2017 | Benjamin Wong | Head of PE |



**PERSON SPECIFICATION**

**Job Title:** Support Technician

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|  | **Selection criteria (Essential)** | **Selection criteria (Desirable)** | **How to be Assessed** |
| **Education & Qualifications** | Numerate and literate sufficient to meet the demands of the post | A – C Maths & English  Holder of NGB Coaching Qualifications  Other relevant professional qualifications  First aid training | AF, T, I, C  AF, C  AF, C  AF, C |
| **Experience** | Experience working with staff and students in a sporting context. | Experience of working with children and young people  Experience of working in a P.E. department.  Experience of working in a team environment in support of other staff | AF, I  AF, I  AF, I, C  AF, I, C |
| **Skills & Abilities** | Ability to work flexibly and independently to support the learning and well being of learners within the Academy.  Ability to communicate effectively and sensitively with students to support their learning  Ability and willingness to engage with the support of post 16 students  Ability to support the differentiation of learning resources to meet individual needs of the students  Ability to communicate effectively and develop professional relationships internal colleagues  Ability to use Information and Communication Technology (ICT)  Ability to work effectively as a team member  Ability to reflect on own skills and knowledge, and to seek opportunities to develop.  The imagination and creativity to contribute to the realisation of the Academy vision  The will to model the values of the Academy at all times and to generate a shared purpose  A commitment to community cohesion and social inclusion  Personal resilience and determination to achieve the highest standards for yourself and others |  | AF, I  AF,  AF, I  I  AF, I  AF, I, T  AF, I,  AF, I  AF, I  I  I  AF, I |
| **Knowledge** | Knowledge of data protection and information security and an understanding of why it is important to keep information confidential and secure  Knowledge of the basic principles of office management | Knowledge of “Safer Recruitment” and safeguarding children practices | AF, I  AF, T, I  AF |
| **Work Circumstances** | Enhanced DBS Check for a Regulated Activity  Occasional evening and weekend work, with adequate notice  Take annual leave out of term time, i.e. in school holidays |  | I  I  I |

AF – application form, T- test, I – interview, C – certificate

*N.B. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview*

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