London Borough of Camden

Acland Burghley School

J O B P R O F I L E

Curriculum Technician

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| **POSITION TITLE:**  Curriculum Technician | **DIRECTORATE:**  Children Schools & Families |
| **DIVISION:**  Acland Burghley Secondary School |
| **PAY LEVEL:** Scale 4 | **SECTION:**  Curriculum Support Team |
| **REPORTS TO:** Curriculum Support Team Manager, with task management from the appropriate Head of Faculty | |
| **STAFF SUPERVISED:** None | |

**JOB PURPOSE**

To provide **technical support** for teachers and students within a specific department/faculty to support effective teaching and learning.

**MAIN DUTIES AND RESPONSIBILITIES**

**Curriculum Technical Support**

o Organise and prepare equipment and resources for lessons, helping teachers to design these activities where appropriate.

o Support teachers and students in lessons to use specific machines,

equipment or resources as required.

o Ensure that all health and safety regulations are enforced and commission internal and external health and safety reviews/audits as appropriate,

keeping up-to-date with changes in legislation.

o Organise the storage of all materials (particularly those that are poisonous, toxic or flammable) following the appropriate health and safety regulations guidelines.

o Organise regular maintenance of all equipment and machinery used by the faculty.

o Keep up-to-date and accurate records of stock, equipment and other

resources, and order new resources as required.

o Keep abreast of new technologies with learning implications for the department.

**Student Support**

o Support students 1-1 or in small groups during lessons or at other times in using specific equipment, machines or resources as required.

o Accompany students on school trips as required.

**General**

o Create and maintain displays and noticeboards across the school as required.

o Work as part of a team to deliver the varied tasks across the school, showing flexibility to meet the demands required.

o Establish and maintain good relationships with all colleagues, students, parents/carers, suppliers, contractors and outside agencies.

o Participate in school events such as open week and contribute to promoting the school to the wider community.

o Provide excellent customer service at all times.

o Show commitment to their continued professional development and

performance management.

o Undertake INSET and training and participate in appropriate school meetings.

o Undertake first aid training in order to act as a first aider within the school.

o Undertake fire marshal training in order to act as a fire marshal within the

school in line with the Fire Evacuation procedure.

o Undertake any other duties, appropriate to the grade, which may be required as directed by the Head of Faculty, Curriculum Support Team Manager or Headteacher.

**Note:** All Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties.

**NASBM PROFESSIONAL STANDARDS TO BE ADDED AS APPROPRIATE**

**STRUCTURE CHART**

Associate Headteacher

Librarian & Curriculum

Support Team Manager

Student Progress & Pathways Leader

3x Curriculum Technician (2x Science Technician, 1x Art & Technology Technician)

CEIAG Co-ordinator

**WORK ENVIRONMENT**

Post holders will be located in specific workrooms as appropriate to their role, which may include environments containing specialist equipment and materials such as science prep rooms, technology workshops, arts base, etc..

This is a term time plus INSET days plus 2 weeks post (41 weeks per year). Post holders are required to work 35 hours per week between 8.00am and 4.30pm, with an hour for lunch, to be taken as agreed with the task manager. Shifts may vary and post holders will be expected to be flexible in their hours in order to meet business needs, including supporting at after school events as required.

Post holders are required to work on all INSET days.

Post holders are required to hold an enhanced DBS disclosure.

Post holders will be expected to work to deadlines as they arise. Guidance and time management advice will be provided by their line manager.

Post holders are expected to adhere to all school policies and procedures.

**WORK CONTEXT**

**Communications and working relationships**

o Post holders are members of the school’s Curriculum Support Team as well as their faculty team. Post holders are regularly required to work closely and have strong relationships with all members of these teams and to make positive contributions to team meetings.

o Communications into and out of these teams should be treated as confidential.

**Innovation (decision making and creativity)**

o Post holders will be required to make, at times, critical first aid decisions using their professional judgement.

o Post holders will be expected to use initiative, including making

suggestions for improvements and exercise judgement in determining

priorities for themselves.

o Post holders will also be expected to have flexibility to adapt to changing school priorities.

o Post holders will be prepared to develop new skills and working methods in

order to effectively respond to changing school needs, under the

guidance of the Curriculum Support Team Manager.

**Resource management**

o Responsible for managing stock levels within faculty and advising the HoF

on appropriate required resources.

**Equal Opportunities statement**

Adhere to the Council’s Equal Opportunities policies and ensure anti- discriminatory practice within the service area.

**Safeguarding**

The post holders’ responsibility for promoting and safeguarding the welfare of children and young people for whom they comes into contact will be to adhere to and ensure compliance with the School’s Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holders become aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their Line Manager or the School’s Designated Safeguarding Lead Officer.

**Commensurate statement**

The post holder must demonstrate a flexible approach in the delivery of work. Consequently the post holder may be required to undertake any other reasonable duties not specifically identified in the job profile but

commensurate with the scope, grade and responsibilities of the post as determined by the manager.

**PERSON SPECIFICATION**

**QUALIFICATIONS**

Essential:

 A levels or BTECs in related subjects.

 First Aid at Work qualification (full course not appointed person course)

or willingness to obtain.

 Fire marshal qualification or willingness to obtain.

* Degree in related subject area.

**KNOWLEDGE**

Essential:

 Knowledge of appropriate subject area

 Able to demonstrate a good standard of literacy and numeracy.

 Commitment to working within the School’s aims with regard to

safeguarding, equal opportunities and raising achievement.

 Able to handle confidential information with complete discretion.

 A genuine interest in education and being part of the school community.

 An understanding of the issues that may affect young people.

 An understanding of Health and Safety in the workplace and a willingness to undertake any training that may be required.

Desirable:

 Knowledge of SIMS or equivalent database experience.

**SKILLS**

Essential:

 Ability to communicate effectively, both orally and in writing with students, staff, parents and other visitors to the school in a professional calm, polite, friendly and helpful manner.

 Ability to work on own initiative and prioritise tasks.

 Ability to work under pressure and deal with competing demands.

 Ability to maintain accurate records and filing systems.

Desirable:

 ICT skills, including MS Word, Excel, Outlook, and PowerPoint.

**EXPERIENCE**

Essential:

 Experience of working within a team environment and the flexibility that this may at times require.

Desirable:

 Experience of working as a science technician.

 Experience of working within a school or similar environment with

vulnerable people.

* First Aid experience.