

CHASE HIGH SCHOOL

Job Description

Technician Resistant Products

Responsible to: Subject Leader Resistant Products

Salary: NJ Level 4 Point 13 - 18
£15,941 - £17,714 pro rata

Hours: 37 Hours
8.00 am – 4.30 pm Thursday
8.00 am – 4.00 pm Friday
Term Time plus 3 weeks

Overall purpose of the Job

To undertake the following responsibilities in consultation and collaboration with the Subject Leader

Key Areas of Responsibility

- To provide effective and efficient technician support to a department within the school whenever needed.
- Ensure that duties are carried out in accordance with the school's equal opportunities policy and all other policies designed to protect staff and students from discrimination and harassment.

Specific Responsibilities

Student Progress

- Assist students with the preparation of their materials as approved by the teacher.
- Assistant students during practical lessons
- Deliver intervention to targeted students to work towards agreed outcomes and target levels/grades
- Plan and teach specific skills to small groups of students who are underachieving
- Plan and teach advanced skills to our more able students who are underachieving
- Mentor, coach and teach Students on the Work Skills (Btech)

Management of Resources

- Prepare relevant materials for teaching staff as and when required.
- Clear up after lessons as required.
- Be responsible for stock control, ordering new materials in liaison with the Subject Leader

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- Assist in the production of resources including word processing and reprographics
- Ensure all departmental tools, equipment and resources are maintained in a good working order.
- Where knowledge and skills permit, maintain the departmental machinery and inform the Subject Leader of cases where in-house repairs and maintenance are not possible.
- Organise the department storage areas in such a way that secures the resources safely and allows easy access to relevant staff.
- Ensure all that all the classrooms and workshops meet Health & Safety regulations and are adhered to within the department.
- Ensure all prepared and worked materials are secured to minimise damage during storage.
- Assist in arrangements for display of students work around the school.
- Utilise skills to the benefit of the school in order to minimise call-out charges to external contractors. (Not to include electrical or gas supplies or appliances unless appropriately qualified).
- Keep and up-date records of the department(s) Inventory data.
- Keep detailed accounts of the department's Budget records including petty cash expenditure and Reprographics costing.
- Accept, support and implement final SLT decisions.
- To be responsible for safeguarding and promoting the welfare of children and young persons for whom the post holder is responsible, or comes into contact with.
- Undertake any other tasks reasonably required.

Line Management

None

Performance Management

Identified in the school's Performance Management Policy.

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PERSON SPECIFICATION: Technician Resistant Products

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• Subject related qualification or equivalent gained through substantial relevant work experience.	<ul style="list-style-type: none">• Carpentry/metal work• City & Guilds relevant qualification
EXPERIENCE	<ul style="list-style-type: none">• Work experience related to the subject area.• Experience of working with young people.• Experience with carpentry and joinery.	<ul style="list-style-type: none">• Experience of providing technician support to a team• Experience with metal work.
SKILLS	<ul style="list-style-type: none">• Flexible and responsive.• Be able to work as part of a team.• Innovative and problem solving.• Interested in young people.• Good communication skills.• High-level organisational skills.• Suitability to work with children and young people	
KNOWLEDGE	<ul style="list-style-type: none">• Education and schools.• Health & Safety in the workshop and of tools and equipment.	<ul style="list-style-type: none">• Subject specific knowledge related to department.• Machinery maintenance.