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**Joseph Leckie Academy**

 **Job Description**

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| **Job Title: Technician / Teaching Assistant****Work Location**: Academy Based **Reports t**o: Head of Science Faculty**Grade**: G4, SCP 6-11 (£19,171 - £21,166 p.a Dependent on qualifications and experience.)**Hours of work**: 37 hours per week, term time only position**Accountable to:** The Principal**Responsible to:** Head of Science Faculty |

**General Duties**

**Leadership & Strategy**

**Responsible to: The Principal**

1. Work under the instruction/guidance of Senior Technician/Head of Faculty and teachers within the faculty, to undertake work, care and support programmes, to enable access to learning for students.

2. Assist teachers in the management of students and the classroom.

3. Work with students may be carried out in the classroom or outside the main teaching area.

 **Duties and Responsibilities:**

* Promote effective strategies for the acquisition of increasing levels of competence in Literacy.
* Plan work with colleagues at faculty and classroom level and produce classroom resources to support such partnerships. This includes annotating faculty schemes of work / lesson plans / class materials, so that they are culturally inclusive and address the language acquisition stages of learners with the provision of appropriately differentiated work.
* The post holder may be required to work outside of the normal Academy working hours, for example; for Academy events such as Open Evenings and emergencies.
* Play a full part role in the faculty and Academy’s assessment recording and reporting processes and ensure accurate records are kept of the educational development of the students.
* Use data to identify students for support, track, monitor and record interventions and feedback to staff.
* Establish and foster effective relationships with other faculties/departments where appropriate, including liaising with colleagues about pastoral issues concerning students.
* Share information about the students that will support teachers in meeting the needs of the students.
* Where required, assist in the delivery of INSET for colleagues on raising achievements for students.
* Attend Academy based and other INSET to develop professional skills and keep abreast of current development within the faculty.
* To be responsible to the Head of Science Faculty/Senior Technician, in supporting the use of practical resources and facilities.

**Technician Role:**

* Responsible for setting up and monitoring systems used in the management and control of practical resources, including budgets.
* Give help and support on the practical elements of the Science curriculum to teachers and students.
* Ensure that lessons are resourced and organised to meet the performance standards required by the faculty.
* Maintenance of specialist resources, projects and offer guidance, assistance and support as required.
* Design, construct and modify apparatus and the preparation of specialist equipment and resources.
* Organise, store and check the condition of chemicals, equipment and other resources and ensure they are prepared for lessons.
* Support in the control of practical resources, including; stock control, compiling orders, and maintain appropriate records.
* Ensure the availability of suitable materials and equipment.
* Support in the routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing or equipment to the required standards.

**Support for Students:**

* Support students’ learning across the curriculum, as well as setting challenges and demanding expectations, promoting self-esteem and encouraging them to become independent, co-operative and collaborative learners.
* Support students’ access to learning through the effective and safe use of ICT.
* Establish productive working relationships with students, acting as a role model and setting high expectations.
* Undertake activities with individuals, groups or students in order to facilitate their physical, emotional and educational development within a safe environment.
* Work to establish a supportive relationship with the students and parents concerned in order to facilitate effective communication and partnership between the Academy and home.
* Contribute to assessing students’ progress and support them in reviewing their own learning.
* Identify and remove barriers to students’ learning.
* Promote the inclusion and acceptance of all students.
* Promote the well-being and resilience of the students and safeguard the welfare of the students at all times.
* Provide feedback to students in relation to progress and achievement under guidance of the teacher / Line Manager / Leadership Team.
* Support the transition of students who require additional support.
* Support students to access extended school activities.
* Promote good student behaviour, dealing promptly with conflict and incidents in line with the established policy and encourage students to take responsibility for their own behaviour.
* Be aware of and support difference and ensure all students have equal access to opportunity to learn and develop within and beyond the curriculum.

**Support for teachers:**

* Create and maintain a purposeful, orderly, supportive and safe environment.
* Assist with the display of students’ work.
* Use strategies, in liaison with the teacher, to support students to achieve their leaning goals.
* Assist with the planning of learning activities.
* Monitor / assess students’ responses to learning activities and accurately record achievement / progress / interventions as directed.
* Provide detailed and regular feedback to teachers on students’ achievement, progress, barriers, etc.
* Administer routine tests and invigilate exams and undertake routine marking of students’ work in line with the Academy’s Marking Policy.
* Provide clerical/administrative support eg. photocopying, typing, filing, money, administer coursework, invigilation etc. in order to support the teacher.
* Support in planning, development and organisation of systems, procedures and policies.

**Working within the Academy:**

* Support and maintain collaborative, productive working relationships with Academy staff and professionals from outside agencies.
* Contribute to and support the work of your faculty/department and be willing to support other faculties/departments where competencies/experience are required.
* Take responsibility in developing your own continuing professional development.
* Remain punctual at all times and be responsible for your own time management.
* All members of staff are required to uphold the Academy’s policy in respect of Child Protection, Safeguarding Matters and Social, Emotional and Mental Health awareness.
* All members of staff are expected to sign the Staff Code of Conduct at least once a year.
* Contribute to the overall ethos / work / aims of the Academy.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required, within normal contractual hours and sometimes beyond these hours as prior agreed with your Line Manager.
* Assist with the supervision of students out of lesson times, including before and after school and at lunchtime through negotiation / in agreement with line manager.
* Accompany teaching staff and students on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.
* Other duties of an appropriate level and nature may also be required, as directed by the Academy Principal or Leadership Team, in consultation with the post holder.
* This job description will be reviewed at least once a year and may be subject to modification at any time after consultation with the post holder.
* All members of staff are required to participate in the Academy’s Appraisal Scheme.
* All members of staff are required to support and encourage the Academy’s ethos and objectives, policies and procedures as agreed by the Governing Body.
* The post holder will be expected to undertake training relevant to their role.
* Undertake any other duties commensurate with the post as allocated by your line manager or a member of the Leadership Team.

**Health and Safety (Including First Aid)**

* Ensure the Health & Safety Policy, Fire procedures and First Aid Policy are implemented at all times by themselves and others.
* Sign in and out of the Academy using the Signing In and Out book based in reception in line with the Health and Safety policy and follow Academy absence reporting procedures.
* Undertake Health and Safety Training/qualifications and First Aid at Work Qualification as required and keep these up to date. Deal with First Aid incidents according to the First Aid Policy.
* Carry out the required checks to enable the identification of hazards and risks and report using Academy systems and make safe before use.
* Ensure that Accident report forms and/or First Aid book are completed accurately and in detail when an accident occurs. Support any further investigation as required. Pass on all documentation immediately to the Buildings and Health and Safety Manager / Administrator.
* Support in checking the first aid box as required within the faculty/department. If using the last of an item, ensure this is reported to the Health and Safety administrator for re-stocking the box immediately.
* Support in the promotion and observance of a Health and Safety working environment for the technical support service, including up to date risk assessments for all practical/technical activities.
* Implement the monitoring and review of both Health and Safety procedures and information resources.
* Keep up to date with current procedures and practices through continuing professional development.
* Support in the provision of technical advice on Health and Safety issues to teachers and technical support staff.
* The safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.
* The Health and Safety storage and accessibility of equipment and materials.
* Ensure the other technicians/teachers/students are kept up to date with Health and Safety requirements and developments in practical Science.

May 2019