

## **SOUTHFIELDS ACADEMY**

### **JOB DESCRIPTION**

**Job Title: Art, Design and Technology Technician/Administration Support**

**Grade:** Scale 1, SCP 6 (£18,654.94 per annum – actual salary)

**Reporting to: Head of Art, Design and Technology**

**Hours:** 08.00-16.00 (35 Hours per Week, 39 Weeks per Year – Term Time Only)

---

#### **Main Purpose of the Post:**

Responsible to the Head of Art, Design and Technology for technical and administration support, to assist in access to learning for students and provide general support to the teacher in the management of students in the classroom.

#### **Duties:**

1. To prepare a range of materials for teaching purposes, including wood, plastic and clay as well as the preparation of ingredients.
2. To prepare, set up and check machinery, equipment and apparatus for teaching purposes.
3. General maintenance of workshop and resources, including general cleaning and removal of waste materials for all machines in the CA.
4. General maintenance of the kitchen including the cleaning down of surfaces and washing of towels and aprons.
5. To issue equipment, tools, components, ingredients and materials to teaching staff and students.
6. To develop and construct three dimensional teaching aids, exemplars, jigs and fixings from both verbal and drawing instructions.
7. To provide technical advice and assistance to teaching staff and students.
8. To order materials and equipment and set up and operate systems of stock.
9. To provide administration support as required.
10. To meet the technical needs of the CA regarding internal and public examinations
11. To keep up to date information regarding Health and Safety and ensure all Health and Safety notices are in place and complete at all times, reporting all Health and Safety concerns to the HOCA.
12. To ensure all teaching rooms meet the Health and Safety requirements including the distribution and maintenance of First Aid kits.
13. To ensure all displays around the department are kept up to date and are well maintained.

**Support for Students:**

1. To present craft demonstrations to students as required by the teacher.
2. Supervise and support students ensuring their safety and access to learning.
3. Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
4. Encourage students to interact with others and engage in activities led by the teacher.
5. Be aware of student problems, progress and achievements and report to the teacher as agreed.
6. Assist the teacher in managing students' behaviour, reporting difficulties as appropriate.

**Support for the School:**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos, work and aims of the school.
4. Attend relevant meetings as required.
5. Participate in training and other learning activities and performance development as required.

**Additional Responsibilities:**

1. To be fully aware of and understand the duties and responsibilities arising from the Keeping Children Safe in Education to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by the Joint Heads of Department/Principal/Headteacher commensurate with the grade of the post.

Signed:

Postholder ..... Name .....

Line Manager ..... Name .....

## **PERSON SPECIFICATION:**

### **1. EXPERIENCE**

- Relevant experience working as an Art, Design and Technology Technician in an educational setting

### **2. KNOWLEDGE AND SKILLS**

- Ability to provide technical support and advice
- Ability to present practical demonstrations to students
- Good IT skills.
- Excellent communication and interpersonal skills
- Knowledge of Health and Safety legislation
- An awareness of child protection issues
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- An understanding of the schools equal opportunities policy and how it is implemented
- A commitment to safeguarding and promoting the welfare of children
- Willingness to be flexible