



## **St Mary's School, Colchester**

### **Textiles Technician**

#### **Job Description**

<b>Reporting to:</b>	Head of Senior School
<b>Line management responsibility:</b>	None
<b>Salary:</b>	£9.50/ hour
<b>Hours:</b>	Part time, term time, permanent, 2 days per week, 16 hours

#### **Overview**

We are seeking an enthusiastic, hardworking, and creative individual to support the running of our successful Textiles department. The post holder will provide additional support to teachers in practical activities, by offering guidance and direction to students as required. As well as ensuring the teaching and learning environment is well resourced for lessons, clean and safe through the preparation and maintenance of tools/equipment.

The ideal candidate will have relevant experience in a comparable role, (preferably within an educational establishment) and a good level of understanding of Fashion Design and Textiles. A specific understanding of sewing machines is an essential requirement for this role and the ability to support and instruct students on the correct use of these.

#### **Job Purpose**

The overall objective is to assist teachers to ensure the teaching and learning environment is well resourced for lessons, clean and safe, through the preparation and maintenance of equipment and assisting teachers in practical activities by supporting students in their learning to help facilitate their educational development.

The role will report to the Principal and will involve liaison with the Textile subject teachers, the administration staff, other teaching staff and the students.

The successful applicant should have experience of working and communicating with children as well as basic First Aid knowledge, reading and writing skills.

#### **Key Responsibilities**

##### **Primary duties**

As a Textiles Technician, your duties will include:

- Ensuring that all the materials and equipment are available in classrooms as required for lessons and other co-curricular activities
- Set up and prepare resources and materials for teacher and pupil-based design and making projects
- Providing technical support, guidance and assistance to students for practical sessions

- Ensure safe practices are followed when pupils are operating sewing machines and over-lockers etc.
- Establish good relationships with pupils, acting as role model
- Set up resources for demonstrations and visual aid displays as requested by the teaching staff
- Maintain pupil's work (in progress) in a secure, tidy and organised fashion
- Encouraging and supporting students in activities led by the teacher in the classroom
- Ensure the working area is clean and tidy after each practical session
- Assist the teacher with displays of pupils' work
- Ensure all work areas tools, equipment, and materials are kept operable and are safe and ready to be used by staff and pupils
- Keep the working areas clean and tidy throughout the day and ensure all equipment is safely stored at the end of the school day to enable the domestic staff to carry out the routine cleaning
- Ensure safe and methodical organisation of materials and equipment
- Actively contribute to the Textiles involvement in the Co-curricular School events and activities
- Liaise with other School departments, as and when required, to contribute to the School wide events and exhibitions

## **General**

- To attend relevant staff training, inset and meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the postholder may be required by the Head of the Senior School to carry out additional appropriate duties within the context of the job, skills and grade

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend, those concerned will be consulted.



## Textiles Technician Person Specification

	Essential	Desirable
<b>Qualifications &amp; Training</b>		
Experience of working with or caring for children		√
GCSE Maths or equivalent		√
GCSE English or equivalent		√
First Aid qualification		√
<b>Experience, Skills &amp; Knowledge</b>		
Relevant experience in a comparable role		√
Knowledge and a good understanding of Fashion, Textiles and Crafts		√
An understanding of sewing machines and basic sewing skills by hand and on the machine	√	
Using commercial patterns and making alterations		√
Manage a varied workload	√	
Excellent organisational skills	√	
Good level of IT literacy, including the use of Microsoft Office software & Outlook	√	
Advanced interpersonal skills and the ability to cultivate positive and effective relationships with all key stakeholders	√	
Ability to manage own time effectively, organise and prioritise work and the ability to respond quickly to unexpected changes in priority	√	
Well-developed verbal and written communication skills with good standards of literacy, spelling and grammar	√	
<b>Personal Characteristics</b>		
A creative flair and eye for accuracy and detail	√	
Demonstrates patience and the ability to remain calm in challenging situations.	√	
A high degree of professional judgement (including, common sense and initiative.	√	
Understand and implement child protection procedures	√	
Understanding of the importance of Health & Safety in the classroom and beyond	√	
Be prepared to develop and learn in the role	√	
The ability to be confidential	√	
Willingness to commit to the St Mary's School ethos	√	