**KEY ATTRIBUTES**

* Practical/hands-on experience is desirable but not a necessity
* Ability to show initiative and to prioritise one’s own work and that of others
* Ability to work as part of a team and individually
* Self-motivating with the ability to multi task
* Confident in the use of ICT
* Must be prepared for evening and weekend work

**MAIN DUTIES AND RESPONSIBILITIES**

* Daily/Lesson Preparation
* Prepare materials as required by the subject teacher prior to lessons
* Observing and supporting class teachers in the DT department
* Assist Technology staff in developing resources for teaching and learning.
* Leading 1:1 and small group sessions with low and high achieving pupils
* Adapting your teaching abilities to fit the curriculum of the different key stages
* Creating and delivering your own pre-planned lessons to class sub-groups
* Ensure hand tools are kept in optimum condition and stored correctly
* Organise extra equipment for lessons
* Regularly maintain workshop equipment, tools and classroom areas
* Empty and clean the dust extraction filters as required by the manufacturer
* Keep all classrooms organised and free from hazards
* Support to Drama and Music and Outdoor Activities
* Support the drama and music department in the construction of theatre sets.
* Refurbishing outdoor play and teaching facilities such as the Forest School.
* Undertake such other tasks relevant to the work of the Design Technology Department or the needs of the school as they may arise.

**GENERAL DUTIES**

* Work as part of a team within the Design and Technology Department assisting each other as and when required
* Organise materials, ingredients and tools in the Department
* Stock-taking and ordering of materials, ingredients and equipment
* Organise and catalogue books in Department
* Assist with organisation of trips
* Assisting with the Annual Technology Exhibition
* Provide support for the teacher during practical lessons this may include food lessons
* Under the direction of H&S Officer ensure that all Health & safety requirements are met.
* Assist teaching staff in promoting and raising the profile of D&T within School.
* Support the development and delivery of Computer Aided Design & Manufacture in D&T.

**The safety and well-being of pupils is of paramount importance, and Abberley Hall has strict policies and procedures in place to minimise risk.**

**All staff are obliged to familiarise themselves with the School’s Safeguarding Policy and abide by its requirements.**

**Closing Date: Monday 18th March 2019 at noon**