The Blue Coat School

Curriculum Technician (Level 1)	
Salary Range:	3A
Accountable to:	Head of Department
Responsible for:	-

Job Purpose:

To work under the guidance of senior staff, providing general support across specific curricula/resource area(s), including preparation and maintenance of resources and support to staff and students.

Principal Duties and Responsibilities

Provide support for students

- Use skills, training and experience to support staff and students in designated curriculum area.
- Provide feedback to students in relation to progress and achievement, where appropriate.
- Establish good working relationships with students, acting as a role model.
- Encourage students to act independently as appropriate.
- Promote inclusion and acceptance of all students.
- Promote self-esteem and independence.
- To administer basic first aid where appropriately trained.

Support for the Teacher

- Create and maintain a purposeful, orderly and productive working environment.
- Design, prepare and use equipment / resources / materials.
- Contribute, where required, to planning, development and organisation of systems and procedures.
- Responsible for maintaining records, information and data relating to the curriculum area
- Promote health and safety and good behaviour of students at all times.

Support for the Curriculum (designated curriculum area)

- Prepare requisitions for new stock / supplies under the direction of the budget holder.
- Under the direction of senior staff, monitor and manage stock and supplies, cataloguing resources and undertaking audits as required.
- Maintenance of specialist equipment, where appropriate, checking for quality and safety in accordance with instructions, undertaking repairs/modifications within own capabilities and arrange for repairs / modifications to be carried out by others.
- Provide advice and guidance as required within own area of expertise.
- Demonstrate and assist in the safe and effective use of equipment/materials.
- Support agreed work programmes / practical lessons under the guidance of the teacher.

Support for the School

- Be aware of and comply with school policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the school ethos, aims and area improvement plan.

- Be aware of difference and support school policies that enable all students to have equal access to opportunities to learn and develop, respecting their social, cultural, linguistic, religious and ethnic backgrounds.
- Establish constructive relationships and communicate with others, in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in meetings as required.
- Assist the teacher in activities both within and outside of directed lesson time, including before and after school, if appropriate and within working hours.
- Undertake personal development through training and other learning activities including performance management as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist with the organisation, routines and upkeep of the wider learning environment.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Note

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Personal Attributes

Communication & Influence

Communicates in a clear, accurate and succinct manner to delivering information to the right person ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.

Team working

Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others' views and opinions. Works with the team to generate solutions and reach consensus.

Organisational Awareness

Demonstrates a broad knowledge of the school's activities and how they contribute to the school's performance as a whole. Is able to describe the current activities in their area and whole school developments. Demonstrates how own job performance contributes to the school's vision.

Adaptability

Responds positively to the change process. Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices.

Use of Technology

Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it appropriately.

Professional Values and Practice

Demonstrates high expectations for all students.

Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.
Ability to improve own practice through observations, evaluation and discussion with colleagues.

Experience & Knowledge

Experience in specific technical/resource area within a learning environment.
Relevant knowledge of First Aid where applicable.
Basic awareness of inclusion, safeguarding and child protection, especially within a school setting.

Qualification & Training

Have achieved or working towards a Level 2 qualification in Numeracy/Maths and Literacy/English.
Specific training in specialist area is desirable.
Willingness to undertake, where appropriate, first aid training.

Disclosure

The governing body is committed to safeguarding and promoting the welfare of students. According to the statutory regulations of safeguarding, the post holder is subject to enhanced disclosure from the Disclosure and Barring Service (DBS) and any other statutorily required checks.

Other

- This appointment is with the governors of the school under the terms of a contract signed with the governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.
- All employees of The Blue Coat School have a responsibility to comply with school policies and procedures, including those relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection.
- All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition.
- This job description is current at the date shown but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade.

Date of issue:	
Post Holder Signature:	