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| **Role** | **Grade** | **Location** | **Reports to** |
| Design and Technology Technician | 4 | MEA Central | Curriculum Leader |

**Main purpose of the job:**

* To work collaboratively with all stakeholders in order to support students to become creative, happy & successful.
* To provide specialist technical support in a specific curriculum or resource area, including preparation and maintenance of resources and to provide general support to staff and pupils.
* To make a key contribution to the development and support of the school through the provision of technical support in a specific curriculum or resource area

**Key relationships:**

The postholder will report to the Principal, Curriculum Leader, or Teacher where relevant. Main contacts of the post are: Principal, Teaching staff, other Associate staff and pupils.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Support for Students:**

* To support pupils in accessing learning activities under the guidance of the teacher.
* To use specialist skills, training and experience to support pupils in the relevant discipline.
* To provide feedback to pupils in relation to progress and achievement where appropriate.

**Support for the Teacher:**

* To create and maintain purposeful, orderly and productive working environment within the specific curriculum or resource area.
* To ensure timely and accurate design, preparation and use of specialist equipment, resources and materials as directed by the teacher or relevant line manager.
* To contribute to the planning, development and organisation of systems, procedures and policies.
* To be responsible for maintaining records, information and data, and producing analysis and reports as required.
* To ensure the health and safety and good behaviour of pupils and to take appropriate action when required.

**Support for the Curriculum:**

* To monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
* To carry out maintenance of specialist equipment and checks in line with quality and safety standards.
* To undertake specialist repairs or modifications in accordance with the required level for the post and arrange for other repairs or modifications to be carried out by others.
* To demonstrate and assist in the safe and effective use of specialist equipment and materials.
* To provide specialist advice and guidance as required within the relevant discipline.
* To undertake structured and agreed learning activities within the relevant discipline, such as demonstrations under the agreed system of supervision where appropriate.
* To be aware of new developments in areas of technology and new equipment and to assist staff in the assessment and evaluation of new equipment needs prior to the developments of new of expanding courses.

**Support for the School:**

* To be aware of and comply with policies and procedures relating to child protection, health and safety, security, and confidentiality, reporting all concerns to an appropriate person as soon as they arise.
* To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* To work as part of a team to support colleagues and contribute towards the overall ethos, work and aims of the school.
* To establish constructive relationships and communicate with other agencies and professionals, in liaison with the teacher, to support achievement and progress of pupils.
* To attend and participate in regular meetings.
* To be able to provide basic short-term cover for absent colleagues within the relevant discipline.
* To participate in training and other learning activities and performance development as required.
* To recognise own strengths and areas of expertise and to use these to advise and support others.
* To assist with line management of technical support staff as appropriate.
* To assist with recruitment, induction, appraisal and training of other technical support staff.
* To provide technical support outside of lesson time, for example, clubs and extra-curricular activities where relevant.
* To assist with exam invigilation as part of the agreed system for the school where appropriate.
* To undertake personal development to improve own practice.

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement https://prospere.org.uk/about-us/vision-values
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
* Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
* Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
* Attend Trust and school events as required and make a positive contribution during such events
* Attend regular meetings before and after Trust hours, including morning briefings
* Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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| **Person Specification** | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** |
| Possess an NVQ3 or equivalent qualification or experience in the relevant discipline | Essential | Application |
| Undertaken the relevant specific training in the specialist area | Essential | Application/Interview |
| **Knowledge and Experience** |
| Experience in a specific area in a learning environment. | Essential | Application/interview |
| Knowledge and understanding of the relevant subject area and awareness of how these can contribute to the provision of the subject within the school. | Essential | Interview |
| Ability to use relevant equipment and resources. | Essential | Application/interview |
| Full working knowledge of the relevant policies and codes of practice and awareness of relevant legislation. | Desirable | Interview |
| Ability to self-evaluate learning needs and actively seek learning opportunities. | Essential | Interview |
| Ability to relate well to staff, pupils, parents and representatives of outside agencies. | Desirable | Application/interview |
| Literacy and numeric skills to a high standard to accurately complete and maintain relevant records. | Essential | Interview |
| Ability to work as a team member as well as to own initiative without direct supervision. | Desirable | Interview |
| Ability to effectively use ICT and other specialist equipment and resources. | Essential | Interview |
| Willingness to undergo first aid training. | Desirable | Interview |
| Willingness to participate in development and training opportunities. |  |  |
| **Behaviours and Values** |
| Interpersonal sensitivity and concern when dealing with pupils, parents, and school staff. | Essential | Interview |
| Self-motivation and personal drive to complete tasks to the required timescales and quality standards. | Essential | Interview |
| The flexibility to adapt to changing workload demands and new school challenges. | Essential | Application, Interview |
| Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the school. | Essential | Interview |
| Personal commitment to continuous self-development. | Essential | Interview |
| Personal commitment to continuous school improvement. | Essential | Application, Interview |
| Willing to comply with the School and the Trust’s policies and codes of practice. | Essential | Application, Interview |
| Willing to consent to apply for an enhanced disclosure to a DBS (Disclosure and Barring Records) check. | Essential | Application, Interview |
| Personal commitment to the School’s professional standards, including dress code as appropriate | Essential | Application, Interview |

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.