



Job Description

Job Title: Technician

JD Code: JDE11

Reports to: Leader of Department

Typical Contract Basis: Term Time Only/Term Time Plus, Full Time (37 hours)

Line Management:

The post holder will be accountable to the Leader of Department for all initiatives related to this post.

Job Purpose/Summary:

To be responsible for providing the necessary and safe resources for the classroom for groups of students in the relevant technology at all key stages.

Key Tasks and Accountabilities:

Support for the student

- Provide opportunities for students to work in their preferred learning styles
- Successfully communicate concepts and ideas to colleagues and students of all ages and abilities
- Create an environment where a variety of learning experiences appealing to students' different learning styles can be delivered
- Demonstrate for learners the safe use of particular items of equipment in lessons
- Provide a support service for students prior to taking their work home.

Support for the teacher

- Work collaboratively with subject colleagues to improve the quality of lesson resources
- Respond to the requests for materials and tools
- Interpret appropriate data and other information about stock and resources and the need within the department
- Ensure the continuous free running of any printers/copiers in the relevant area
- Complete requests for duplicating and photocopying
- Advise teaching staff on safety matters or potential problems with equipment

Support for the curriculum

Under the guidance of the teacher:

- The maintenance of all tools and equipment within the department to ensure a safe working environment at all times



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- Assist the teacher during practical lessons by allocating resources, materials and equipment, assisting with practical work.
- The ordering, storage and monitoring of all supplies of materials and components needed to run all schemes of work
- Making effective use of ICT to provide systems for the Subject Leader to monitor the budget of the departments capitation
- Order any specialised equipment or materials at the request of the subject leader
- The management of all order invoices
- Keeping track of department spending
- Provide resources urgently for use in lessons
- The testing of all electrical appliances for the department
- The collation and collection of materials for class use

Support for the school

- Be aware of and comply with the school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person.
- Contribute to the school ethos, aims and development/improvement plan.
- Attend relevant meetings as required.
- Adopt the whole school behaviour for learning framework to enable all students and staff to work productively
- Work as part of a wider team of staff to enhance learning resources and plan collaboratively
- Be aware of and support difference and ensure all students have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background
- The cleaning of equipment
- The management of first aid resources in the department
- Undertake personal development through training and other learning activities including performance management as required
- Maintain an orderly, graffiti and litter free classroom learning environment which inspires students to want to learn
- Carry out any other duty deemed by the Principal to be appropriate to this post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to pre-employment checks including an enhanced DBS disclosure.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
A. Education and training	<ul style="list-style-type: none"> GCSE qualification or equivalent in Maths/numeracy and English/literacy Evidence or Continuous Professional Development 	<ul style="list-style-type: none"> Experience of working in a school environment Training/experience in the use of relevant equipment to the department.
B. Skills and abilities	<ul style="list-style-type: none"> The ability to maintain stock records and maintain inventory systems The ability to prepare demonstration materials and equipment for lessons The ability to prepare display materials and equipment as well as removing display items around the Academy ICT skills in the use of Microsoft office Planning and organisational skills 	
C. Knowledge & Experience	<ul style="list-style-type: none"> Awareness and understanding of current Health & Safety practices and regulations appropriate to the department. 	<ul style="list-style-type: none"> Knowledge of safe working practices in relation to the relevant department activities. Awareness and basic understanding of school curriculum
D. Personal qualities	<p>Evidence of:</p> <ul style="list-style-type: none"> The ability to relate to and motivate staff, parents and students The ability to listen to and understand others Constant and consistent expectations of high standards The ability to relate well to children and adults 	
E. Approach to work	<p>Evidence of:</p> <ul style="list-style-type: none"> High motivation and professional commitment A commitment to and understanding of equality of opportunity. 	



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Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;
- vocalise the school's vision and aspirations
- be flexible to adapt to change
- be a role model and act as an ambassador for the Wade Deacon Trust in and outside of the school by speaking positively about the school and Trust in the community, dressing appropriately in smart professional attire, and upholding a 'Commitment to Excellence' at all times.