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## JOB DESCRIPTION

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<b>POST TITLE</b>	D&T and Art Curriculum Technician
<b>GRADE</b>	3
<b>SPINE POINT</b>	5-6
<b>LINE MANAGED BY</b>	Head of D&T/Art in conjunction with Business Manager
<b>RESPONSIBLE FOR</b>	N/A
<b>WORKING WITH</b>	Other Teaching and Support Staff
<b>HOLIDAY AND SICKNESS RELIEF</b>	Other Departmental Curriculum Technicians/Resources Support Assistants
<b>PURPOSE OF JOB</b>	To provide specialist support in the D&T and Art departments in school, including unsupervised preparation and maintenance of faculty resources and support to staff and pupils

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The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

In conjunction with the appropriate Head of Department have day to day responsibility for the equipment and curriculum resources of the D&T/Art department(s), to the standards required by the school and any appropriate bodies. This will include, but not be limited to:

#### **SUPPORT FOR PUPILS**

- Support pupils in accessing appropriate resources and learning activities under the guidance of the teacher

#### **SUPPORT FOR THE TEACHER**

- Provide support in preparing materials & resources for lessons under the direction of the class teacher
- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Maintain records as requested
- Ensure a healthy and safe working environment for both staff and pupils, ensuring adherence to behaviour standards, health and safety working practices and legislation
- Assist with the display of pupils work

#### **SUPPORT FOR THE CURRICULUM**

- Monitor and manage stock and supplies, cataloguing as required, including maintaining departmental risk registers, asset registers & inventories
- Maintenance of specialist equipment & resources, check for quality/safety, undertake safety checks, repairs/modifications within own capabilities and report other damages/needs
- Maintain safety records and review risk assessment documentation as required
- Demonstrate and assist others in safe and effective use of specialist equipment/resources/materials
- Able to adapt to the changing needs and demands of the school curriculum
- Undertake structured and agreed learning activities/teaching programmes
- Ensure display boards, safety notices and leaflet displays, etc. in the department and the immediate area are kept up to date, as directed by the Head of Department

**SUPPORT FOR THE SCHOOL**

- Undertake routine weekly checks on the school minibus, ensuring appropriate documentation is/has been completed, arranging maintenance/service inspections with the garage in line with statutory requirements and reporting any defects identified to Business Manager
- Working with other technician(s) undertake cyclical Portable Appliance Testing (PAT) of relevant school owned assets.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities
- Take an active part in all relevant key school events such as Open Evenings etc.
- Supervise pupils on visits, trips and out of school activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the school
- Participate in relevant training, other learning activities and performance management as required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the post holder and appropriate trade unions

**TEAM RESPONSIBILITIES**

All educational support staff at Silverdale are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time.