



Westfield School

# Westfield School JOB DESCRIPTION

<b>CHILDREN AND YOUNG PEOPLE'S DIRECTORATE</b>	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>POST TITLE</b>	<b>DESIGN &amp; TECHNOLOGY</b>
<b>GRADE</b>	<b>3</b>
<b>RESPONSIBLE TO</b>	<b>FACULTY LEADER DESIGN &amp; TECHNOLOGY</b>
<b>RESPONSIBLE FOR</b>	<b>N / A</b>
<b>HOLIDAY AND SICKNESS COVER</b>	
<b>PURPOSE OF JOB</b>	<b>UNDER THE GUIDANCE OF SENIOR STAFF: PROVIDE SPECIALIST SUPPORT IN A SPECIFIC CURRICULA/RESOURCE AREA, INCLUDING PREPARATION AND MAINTENANCE OF RESOURCES AND SUPPORT TO STAFF AND STUDENTS.</b>
<b>RELEVANT QUALIFICATIONS</b>	<b>NVQ 3 OR EQUIVALENT QUALIFICATION OR EXPERIENCE IN RELEVANT DISCIPLINE VERY GOOD NUMERACY/LITERACY SKILLS SPECIFIC TRAINING IN SPECIALIST AREA</b>

**JOB DESCRIPTION FOR POST OF:- NJC CURRICULUM SUPPORT LEVEL 3**

**SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998

**with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

## **MAIN DUTIES AND RESPONSIBILITIES**

### **1 SUPPORT FOR STUDENTS**

1. Use specialist skills/training/experience to support students
2. Provide feedback to students in relation to progress and achievement

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

1. Create and maintain a purposeful, orderly and productive working environment
2. Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
3. Assist in the development of lesson/work plans, administration of coursework, work sheets etc.
4. Contribute to planning, development and organisation of systems/procedures/policies
5. Be responsible for maintaining records, information and data, producing analysis and reports as required
6. Promote and ensure the health and safety and good behaviour of students at all times
7. Undertake marking of students work with specialist area and accurately record achievement/progress
8. Administer and assess routine tests and invigilate exams/tests

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

1. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
2. Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others
3. Demonstrate and assist in the safe and effective use of specialist equipment/materials
4. Provide specialist advice and guidance as required

5. Implement agreed work programmes/practical lessons under the guidance of the teacher

#### **4 SUPPORT FOR THE SCHOOL**

1. 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
2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
5. Attend and participate in regular meetings
6. Participate in training and other learning activities and performance development as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Line management of support staff as appropriate within guidelines developed by the school
9. Implement planned supervision of students out of lesson times e.g. clubs/extra-curricular activities

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

<b>ISSUE DATE:</b>
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CRITERIA	METHOD	ESSENTIAL / DESIRABLE
<b>Knowledge &amp; Experience</b>		
Understanding of support roles in schools and effects on teaching and learning	Application / Interview	Essential
Understanding of safeguarding	Application / Interview	Essential

children		
Experience of working with young people	Application / Interview	Essential
Understanding of Health & Safety working practises	Application / Interview	Essential
Ability to work as part of a team and on own initiative	Application / Interview	Essential
Skills or experience in trades such as joinery, engineering	Application	Desirable
<b>Qualifications</b>		
Minimum of 5 GCSE's Including English and Maths Grade C or above or relevant training and experience	Application	Essential
First Aid (Full)	Application	Desirable
<b>Working Conditions</b>		
Lifting and moving equipment		Essential
Some evening work to support parents evenings		Essential