



**Longbenton
High School**

Job Description

Job Title	Technician
Salary	Grade 5. Point 7 – Point 9 £17,581 - £18,724 pa. £13.26 - £13.69 per hr (£25,584 - £26,409 Full Time)
Contract	Permanent. Term time only (193 days). 30hpw. 6 hrs per day.
Responsible to	Curriculum Leader
Line Management	N/A
Teaching commitment	N/A
Date of job description	July 24
Start date	ASAP

To work under the instruction/guidance of senior staff: provide general support in a specific curricular/resource area, specifically DT and food, including preparation and maintenance of resources and support to staff and pupils

Main Duties:

- support pupils in accessing learning activities under the guidance of the teacher
- provide feedback to pupils in relation to progress and achievement
- 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 the health and safety and good behaviour of pupils at all times
- administer routine tests and invigilate exams and undertake routine marking of pupils' work
- provide clerical/administrative support
- monitor and manage stock and supplies, cataloguing, as required
- maintenance of specialist equipment: check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- demonstrate and assist others in safe and effective use of specialist equipment/materials
- undertake structured and agreed learning activities/teaching programmes
- 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
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and performance management, as required
- assist with the supervision of pupils out of lesson times e.g clubs, extra-curricular activities

Be aware of, and comply with:

- policies and procedures relating to child protection, health, safety and security,
- confidentiality and data protection, reporting all concerns to an appropriate person

- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and performance development, as required

Person Specification	Cover Supervisor	
	Essential	Desirable
Knowledge and skills	<ul style="list-style-type: none"> ● Effective use of ICT ● Experience of the use of relevant equipment/resources ● Knowledge of particular subject/technical area ● Knowledge of relevant polices/codes of practice and awareness of relevant legislation ● Ability to identify own training and development needs and co-operate with means to address these ● Ability to relate well to children and adults 	
Qualifications and experience	<ul style="list-style-type: none"> ● Current NVQ level 2 in English and Maths or equivalent <u>and</u> experience in relevant discipline/job role ● Comply with Health and Safety Legislation 	
Disposition	<ul style="list-style-type: none"> ● Reliable ● Friendly and helpful attitude towards others ● The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body ● To uphold the school's policy in respect of child protection matters ● This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder ● All staff members participate in the school's performance management /appraisal scheme. 	
Equal Opportunities	<ul style="list-style-type: none"> ● Must have an understanding of and commitment to the school's equal opportunities policies and procedures. ● To be able to demonstrate a commitment to promoting community cohesion. 	<ul style="list-style-type: none"> ● To have been on an Equal Opportunities training course relevant to education / teaching.