



# Calday Grange Grammar School

## Job Description

Technician (Curriculum Support)		
Scale	Pay Band E	
Accountable to:	Faculty Leader	
Responsible for:	No line management responsibilities	
Job Purpose:		
To work under the guidance of senior staff, providing general support in specific curricula/resource area(s), including preparation and maintenance of resources and support to staff and students.		
Principal Duties and Responsibilities		
<b>Provide support for students</b> <ul style="list-style-type: none"><li>Use skills / training / experience to support students and staff in designated faculty area.</li></ul>		
<b>Support for the Teacher</b> <ul style="list-style-type: none"><li>Create and maintain a purposeful, orderly and productive working environment.</li><li>Design, prepare and use equipment / resources / materials.</li><li>Contribute as required to planning and organisation of systems / procedures.</li><li>Responsible for maintaining records, information and data relating to faculty area</li><li>Promote and ensure the health and safety and good behaviour of students at all times.</li></ul>		
<b>Support for the Curriculum (designated faculty area)</b> <ul style="list-style-type: none"><li>As detailed under 'Key Responsibilities'.</li><li>Provide advice and guidance as required within own area of expertise.</li><li>Demonstrate and assist in the safe and effective use of equipment/materials.</li><li>Support agreed work programmes / practical lessons under the guidance of the teacher.</li></ul>		
Key Responsibilities	Activities that are likely to be carried out	Likely Frequency
<ul style="list-style-type: none"><li>To co-ordinate the use of practical resources and facilities and to provide assistance and advice in meeting the practical needs of the departmental curriculum. Includes liaising with teachers, technicians and support staff outside the department.</li><li>The delivery of and/or setting-up of practical resources in the classroom / laboratory in a timely manner.</li><li>To manage own timetable and workload.</li></ul>	<ul style="list-style-type: none"><li>Preparation of resources and assembling apparatus/equipment.</li><li>Giving technical advice to teachers, NQTs and students.</li><li>Assisting and/or supporting practical classes as required by teachers.</li><li>Assisting in the development of lesson/work plans, administration of coursework, work sheets etc</li><li>Carrying out risk assessments in all work areas &amp; for technician activities.</li><li>Obtaining materials from suppliers including local purchase.</li></ul>	Daily  Daily  Daily  As required  Daily  Weekly

Key Responsibilities	Activities that are likely to be carried out	Likely Frequency
<p>To ensure the maintenance of a healthy &amp; safe working environment through:</p> <ul style="list-style-type: none"> <li>Actively contributing to the assessment, monitoring and review of both health &amp; safety procedures and information resources;</li> <li>Keeping up to date with current procedures and practices through continuing professional development;</li> <li>The provision of technical advice and support on health &amp; safety issues to teaching and support staff;</li> <li>The safe treatment &amp; disposal of used materials including hazardous substances / chemicals and responding to actual or potential hazards;</li> <li>The safe &amp; healthy storage and accessibility of equipment and materials.</li> </ul>	<ul style="list-style-type: none"> <li>Keeping up-to-date with health &amp; safety requirements and with the developments in practical aspects of the subject curriculum (attending courses and reading publications).</li> <li>Giving health &amp; safety advice to teachers, NQTs and students.</li> <li>Disposal of waste materials.</li> <li>Checking gas supplies, carrying out electrical and other safety checks in the department.</li> <li>Organising, storing and checking the condition of equipment, materials and chemicals in the department.</li> <li>Attending departmental meetings as required.</li> <li>To administer basic first aid where appropriately trained</li> </ul>	<p>As required</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Monthly</p> <p>As required</p>
<p>To contribute to the design, development and maintenance of specialist resources and/or long-term practical projects in accordance with the subject curriculum. Including trialing new practical experiments/workshops as required.</p>	<ul style="list-style-type: none"> <li>Constructing &amp; modifying apparatus/equipment.</li> </ul>	<p>As required</p>
<p>To ensure the availability of suitable materials and equipment through:</p> <ul style="list-style-type: none"> <li>Compiling orders, liaising and negotiating with suppliers and maintaining appropriate records. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels.</li> <li>Monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the facility budget / school policy.</li> <li>Ensuring the availability of appropriate materials / equipment and suggesting cost effective and suitable alternatives.</li> </ul>	<ul style="list-style-type: none"> <li>Checking stock, planning purchases.</li> <li>Placing orders cost effectively.</li> <li>Checking deliveries and invoices.</li> <li>Maintaining resource levels.</li> <li>Keeping stock records and undertaking audits as required.</li> </ul>	<p>Daily</p> <p>Weekly</p> <p>As required</p> <p>As required</p> <p>Termly</p>
<p>To ensure that both routine and non-routine checking, cleaning, maintenance, servicing, calibration,</p>	<ul style="list-style-type: none"> <li>Collecting, checking and returning equipment &amp; materials to stores.</li> </ul>	<p>Daily</p>

testing and repairing of equipment is carried out to the required safety standards.	<ul style="list-style-type: none"> <li>General laboratory / classroom clearing and cleaning of bench surfaces, classroom space and fixed equipment.</li> <li>Cleaning and repair of equipment.</li> </ul>	Daily  As required
<p><b>Support for the School</b></p> <ul style="list-style-type: none"> <li>Be aware of and comply with school policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>Contribute to the school ethos, aims and faculty development plan.</li> <li>Establish constructive relationships and communicate with others, in liaison with the teacher, to support achievement and progress of students.</li> <li>Attend and participate in meetings as required.</li> <li>Undertake personal development through training and other learning activities including performance management as required.</li> <li>Recognise own strengths and areas of expertise and use these to advise and support others.</li> <li>Assist with the organisation, routines and upkeep of the wider learning environment.</li> <li>Accompany teaching staff and pupils on visits, trips and out of school activities as required.</li> <li>Supervise support staff as appropriate, assisting in the induction of other support staff as required.</li> </ul> <p><b>Note</b> This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.</p>		
<b>Personal Attributes</b>		
<p><b>Communication &amp; Influence</b> Communicates in a clear, accurate and succinct manner to delivering information to the right person ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.</p> <p><b>Team working</b> Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others' views and opinions. Works with the team to generate solutions and reach consensus.</p> <p><b>Organisational Awareness</b> Demonstrates a broad knowledge of the schools activities and how they contribute to the schools performance as a whole. Is able to describe the current activities in their area and whole school developments. Demonstrates how own job performance contributes to the schools vision.</p> <p><b>Adaptability</b> Responds positively to the change process. Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices.</p> <p><b>Use of technology</b> Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it appropriately.</p>		

**Professional Values and Practice**

Demonstrates high expectations for all pupils.

Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

**Experience & Knowledge**

Experience in specific technical/resource area within a learning environment.

Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.

Relevant knowledge of First Aid where applicable.

Basic awareness of inclusion, especially within a school setting.

**Qualification & Training**

Have achieved or working towards a Level 2 qualification in Numeracy/Maths and Literacy/English.

Relevant Level 3 qualification or equivalent experience.

Specific training in specialist area.

Willingness to undertake, where appropriate, first aid training

**Disclosure**

The Governing Body is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations of safeguarding.

The post holder is subject to Enhanced Disclosure from the Disclosure and Barring Service (DBS) and any other statutorily required clearance.

**Other**

- This appointment is with the Governors of the school under the terms of a contract signed with the Governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.
- All employees of Calday Grange Grammar School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection.
- All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade.