** JOB DESCRIPTION**

**TECHNICIAN – FOOD, ART AND DT**

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| **Reports to:** | Subject Leaders |
| **Salary/Grade:** | Kent Range 5 |
| **Hours/Weeks** | 3 days per week (22.5 hours) 8.00am to 3.30pm. Term Time only |
| **Job Purpose:** | To provide specialist assistance and support to teaching staff in the preparation and assembly of teaching resources, apparatus and equipment. |
| **KEY ACCOUNTABILITIES AND RESPONSIBILITIES:**  **Technician**   * Under the general direction of the Head(s) of Department assist in the design, development and maintenance of any specialist equipment or other resources to support teaching and learning activities. * To prepare and maintain classrooms, laboratories and workshops, and materials for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities. * To contribute to teaching sessions as appropriate, by demonstrating / supervising / advising on the proper and safe use of materials for practical activities, including teacher directed support for individual pupils or assisting with practical project work (e.g. as part of post-16 studies). * To maintain and undertake reasonable repairs to equipment and where practical to do so or arrange alternative servicing by approved contractors. * To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures. * To maintain appropriate records for the control and allocation of relevant equipment and resources. * To undertake ordering and stock allocation activities and maintain appropriate records. * To support teaching staff with the organisation and preparation of displays of subject materials or pupils’ work. * To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area. * To play a proactive role in developing the skills and expertise of technical staff and in promoting ‘best practice’ in all aspects of the work requirements. * Promoting and safeguarding the welfare of children and young people in accordance with the school’s safeguarding and child protection policy.   **Communication**   * To communicate with parents of students where necessary. * To communicate with parents about both the positive and negative behaviour of students throughout the school using emails, letters and texts.   **Using Software and analysing data**   * To use behaviour software to analyse behaviour trends and communicate with staff and parents   **Safeguarding**   * Undertake safeguarding training as required   **Professional Development**   * Undertake appropriate professional development.   **Staff Meetings**   * Participate in meetings and Professional Development activities at the school.   **Health and Safety**   * To ensure the health and safety of staff and students when in the (subject) area. * To be responsible for carrying out risk assessments in relation to health and safety.   **Additional Duties**   * To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations. * To carry out such other duties which may be required from time to time, within the grading of the post. | |
| **Professional Behaviour**   * To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels. * To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate. * To be friendly, helpful and welcoming to parent/carers and others visiting or making contact with the school. * To provide a good role model for students and staff. * To support and uphold the aims, values and ethos of the school. * To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect. * To maintain an appropriate and professional distance with students in more informal situations. * Use the school’s positive behaviour policy to deal with student behaviour in a manner which is   appropriate to the context.   * To celebrate and praise the achievements of staff and students. * To deal with students in a manner which conveys mutual respect. * Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way. * Be smartly and professionally dressed. | |
| **Miscellaneous**   * To continue personal development as agreed at performance review meetings. * To engage actively in the performance review process. * To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. * To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate. * To comply with safeguarding policies at all times * To show a record of excellent attendance and punctuality. * The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.   ***Aylesford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***  It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Headteacher or other nominated person.  This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation | |