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**Support Staff Job Description**

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| **Support Staff Area** | Teaching and Learning | |
| **Support Staff Team:** | Curriculum Support Team | |
| **Post Title:** | **Specialist Support – Design and Technology/Engineering** | |
| **Purpose:** | To support teachers in the specialist zones through supporting students and staff in practical tasks and ensuring a productive specialist environment. | |
| **Reporting to:** | Learning Programme Director – DT/Engineering | |
| **Key Success Indicators:** | * Subject reviews show effective use of support in the preparation of resources and student support in class. * Lesson observations will show how effective use of other adults during lessons. * Evidence in the form of a portfolio that demonstrates non qualitative evidence within individual roles. * Specialist budgets remain in credit at the end of each financial year. Internal or external audits show good value for money in specialist budgets * Machines are maintained and the working are is kept in line with health & safety requirements. To liaise with external agencies to assist with any maintenance. | |
| **Liaising with:** | LPD, ELT, other specialist zone support staff | |
| **Working time:** | Term Time at 37 hours per week plus an additional 74 hours to be worked outside of School hours. | |
| **Salary/Grade:** | Grade 5 | |
| **Main (Core) Duties** | | |
| **School organisation** | | * To work alongside all members of staff within the zones to ensure the highest standards in the learning environment is fostered and maintained. * To monitor student behaviour and ensure smooth transition between lessons * To carry out break and lunch time supervision as requested * To support the planning and delivery of community time activities * To deliver aspects of the school’s Extended Learning Programme * Following school policies and procedures especially those relating  to child protection and health and safety * To support the zone teaching teams by covering for absent teachers when required * Exam Invigilation * Weekly lunchtime & break time duties |
| **Teacher support** | | * Prepare resources in advance which allow teachers to deliver exciting and engaging practical sessions * Order resources to ensure that practical activities are delivered, under the guidance of the LPD. * Monitor the stock of standard resource items and re-order as necessary * Advise teachers on the most effective forms of delivery relating to practical tasks. * Support teachers in class through the monitoring of student use of specialist equipment, working with students where necessary to ensure equipment is used properly and effectively. * Adapt equipment guidance and machinery safety guidance to ensure it is fully understood by all students including EAL. |
| **Student support** | | * Support students through advice and monitoring in the use of practical equipment in the classroom. * Preparing resources which allow students to complete class work or coursework tasks. * Advising students on the most effective ways to use specialist equipment or materials. |
| **Zone support** | | * Checking the zone area according to an agreed schedule to ensure that it is safe and fit for purpose. * Checking machinery and specialist equipment according to an agreed schedule to ensure that it is safe and fit for purpose. |
| Every specialist zone support team member of Additional tasks from the list below | | |
| **DT/Engineering** | | * Ensure the DT/Engineering environment is safe and fit for purpose. * Liaise with teachers and ensure project resources are prepared for each project at least 1 week before the start of each project. * Keep fully up to date with H&S issues relating to DT/Engineering and ensure compliance as appropriate. |
| **Legislation Compliant** | | * To be responsible for promoting and safeguarding the welfare of children and young people within the school * Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. |
| **Other Specific Duties** | | |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming, and professional environment. This applies to all forms of communication including email, internet, text and telephone conversations  This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title. | | |

Date:

Signed: