Job Description

Role: ADT Technician
Grade: Scale 4, Spine points 7-10 (£31,980- £33,384) pro rata, term time only.
Actual salary based on part-time / 4 days a week, term time only (£22,103.74 - £23,074.15)
Reporting to: Lead Technician
Responsible for: No direct line management responsibilities

Purpose of Post

- To provide practical and administrative support for the Art, Deign and Technology Team under the direction of the Team Leader in order to help our pupils develop a love of learning and make excellent progress.
- To support the governors and leadership team in attaining aims and objectives of the school improvement plan in order to secure the best outcomes for pupils.

Main Duties

1. Support for Pupils

- Supervise and provide particular support for pupils during ADT lessons including those with special needs, ensuring their safety and access to learning activities.
- Use strategies, in liaison with the ADT teachers, to support pupils to achieve learning goals;
- Coordinate, monitor and order resources across the department.
- Run a lunchtime or after school club once a week.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

2. Support for the ADT Team

- Use strategies, in liaison with the ADT teachers, to support pupils to achieve learning goals.
- Liaise with the other technician and teachers to make orders for new stock when required.
- To monitor and carry regular maintenance of equipment and machinery across the department.
- To undertake Health and Safety training for different specialist areas within the department.
- Assist in the production of practical /creative project work, including CAD/CAM work.
- Prepare specialist materials and the classroom as directed for lessons. Materials will include but are not limited to textiles, ceramics and wood.
- Assist with the display of pupils' work including mounting exhibitions in the school exhibition space.
- Provide clerical/admin support for teachers e.g. photocopying, typing, filing, collecting money etc.
- Assist with arranging ADT external trips and support teachers leading trips.

3. Support for the School

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Be aware of and comply with school policies and procedures, specifically those 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 all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings both during and after the school day as required.
- Assist with the supervision of pupils out of lesson times, including before and after school.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Other Duties

Developing Self and Working with Others

- to attend training sessions and meetings as required;
- to keep up to date with developments and changes in legislation and guidance, and to seek, consider, and act upon professional support and advice as required.

Strengthening Community

- to develop and promote the services of the school to meet the needs of the community;
- support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school;
- support and encourage the school's ethos, its objectives, policies and procedures.

Contribute to:

- ensuring regular and effective communication with parents, governors and other key stakeholders in supporting and improving pupils' achievement and personal development;
- developing the school's partnerships with parents, the local community, businesses, other organisations and schools, to enhance and enrich the school and its values to the wider community;
- building a school culture and curriculum that takes account of the richness and diversity of the school's communities;
- promoting the concept of lifelong learning and family engagement with learning through partnership.

Safeguarding and Promoting the Welfare of Children

- to support the Senior Leadership team, to ensure a safe and supportive culture in the school;
- to support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.

The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

Equal Opportunities

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and discrimination of any kind, and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

Person Specification

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (bold text). Shortlisted candidates will be selected entirely on the extent to which they meet the essential criteria in their application form.
Personal Qualities will be assessed through references and interview.

Qualifications & Experience	**1. Preferably educated to at least GCSE grade C standard or equivalent in English, Science and Mathematics**
	2. Professional experience of working within the Art & Design field OR hold A Level or equivalent in an Art and/or Design & Technology subject area
	3. Recent experience of working in school setting.
	4. First Aid qualification
	5. Ability to relate well to children and adults.
Knowledge & Skills	**1. Ability to work constructively as part of a team, understanding school roles & responsibilities.**
	2. Computer Literacy: ability to carry out a variety of general ICT tasks (eg. upload photos) with some knowledge of CAD/CAM software desirable (eg. Adobe suite)
	3. Excellent and meticulous organisational skills.
	4. Ability to absorb and understand a wide range of information.
	5. Ongoing interest in design culture and the arts.
*Personal Qualities	**1. Resilient, Proactive, flexible and adaptable.**
	2. Punctual and conscientious.
	3. Ability to show initiative and prioritise one's own work and that of others even when under pressure.
	4. Able to follow direction & work in collaboration with Executive Headteacher and Heads of Schools.
	5. Excellent interpersonal and communication skills (written and verbal)
	6. Able to work flexibly to support others and respond to unplanned situations.
	7. Able to attend evening meetings as required.
	8. Desire to enhance and develop skills and knowledge through CPD.
	9. Commitment to the highest standards of child protection and safeguarding.
	10. Recognition of the importance of personal responsibility for health and safety.
	11.Commitment to the school's ethos, aims and its whole community.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name:_____ Sign:_____ Date: _____