

Job Description

Job Title: Art & Design Technology Classroom Assistant

Grade 4 Scale point 7-10

Hours 8.30am – 4.30pm Term Time only plus INSET days (37 hours per week)

Responsible to: Curriculum leader of DT and the curriculum leader of Art

Job Purpose

- Preparing materials for lessons including wood, metal, fabric and clay.
- Maintaining equipment including hand tools, larger workshop equipment, sewing machines and kilns (training can be facilitated as necessary)
- Costing, monitoring, ordering and replenishing materials
- Using CAD and CAM machinery and creative software
- Supporting students in Art and Design technology lessons inclusive of support for identified SEND learners
- Upkeep of displays and presentation of the Art and DT block

Main Responsibilities

- To ensure that DT technology and art rooms and equipment are kept clean and tidy and that safety regulations are met, including checking equipment for safety, cleaning and sterilizing of equipment.
- To tidy up and clean materials and equipment, including breakages and spillages, and to undertake laundry to ensure a safe and hygienic working environment at all times.
- To ensure that all equipment is accounted for, in the correct place and replaced where necessary.
- To ensure that all equipment is kept clean and that a deep clean is undertaken when required.
- To ensure that all equipment is stored in a safe, hygienic and appropriate manner.
- To assist the classroom teacher in the logging in and out of certain items of equipment as required.
- To support teachers and students during practical work, providing advice to students in the developments of their tasks, including the safe operation and demonstration of equipment.
- To work with single or small groups of students engaged in practical tasks, as requested by the teacher and under the supervision of the teacher.
- To be responsible for maintaining department displays of work both in the technology area and around the school.

Stock and Resources

- To monitor supplies of stock and inform line manager when further supplies of resources are required; check goods delivered against orders and store safely and appropriately.
- Carry out stock taking and inventory checks.
- To cost materials used by the students for KS4 projects.

- To record breakages and loans, in accordance with school policy, and assist with departmental filing, including maintenance of up to date catalogues and price lists.
- To assist with the preparation of materials for lessons, displays, projects and publicity.
- To assist in setting up for practical lessons and demonstrations.
- To organise and store equipment and resources in an organised, safe and secure manner.
- To undertake checks of equipment and resources to ensure good, safe, working order of all resources, including routine testing and checks.

Health and Safety

- To be familiar with and advise staff and students on particular hazards of materials and equipment in line with COSHH, CLEAPPS and other relevant health and safety guidelines. To remain aware of current safety guidelines and legislation.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

General

- To participate fully in the school ethos and expectations
- To give and receive feedback as part of a regular developmental cycle
- To play a full part in the life of the school community, supporting its ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Such other duties may be reasonably allocated by your line manager or Headteacher.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria Essential

Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:

- Organised themselves to meet deadlines in a busy environment.
- Prioritise tasks to meet the needs of the department.
- Work independently and use their own initiative to support the curriculum areas.
- Experience of working within Health and Safety requirements.
- Experience of working with children.
- An understanding of working with children with challenging behaviour
- An ability to address groups of students.
- Commitment to working within the School's Safeguarding Policy and Procedures.

Criteria Essential Desirable

Training, Qualifications and School Experience: In their application, candidates will demonstrate that they have the following training, qualifications and school experience:

- GCSE Grade 4 or above (or equivalent) in English, Maths and Science
- Experience of working with young people, in a school or otherwise.
- Experience working in the local community.
- A proven track record of working hard to reach families and children.
- Experience of working in a school/business/setting with high expectations of behaviour.
- A First Aid certificate, or willingness to train as a first aider is desirable.
- Ability to communicate with a wide range of stakeholders
- Understanding of Child Protection/Safeguarding