



## **JOB DESCRIPTION**

**Job Title:** Creative Design Technician

**Salary:** Real Living Wage, with a pro-rata salary to work term time only plus 5 days

## **JOB PURPOSE**

To support the work of the Art and Design department providing support to staff and students within Design and Technology, Art and Food Technology.

## **KEY RESULT AREAS**

- Establish an appropriate environment to support learning and providing emergency cover for absent teaching colleagues
- Assist in the development of lesson plans, administration of coursework and learning resources
- Ensure timely and accurate design, preparation and delivery of specialist equipment
- Contribute to planning, development and organisation of systems, procedures and policies
- Maintain records, information and data, producing analysis and reports related to area of expertise
- Promote and ensuring the health and safety and good behaviour of students
- Administer and assessing routine tests and invigilating exams
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Maintenance of specialist/standard equipment, checking for quality and safety, undertaking specialist repairs / modifications within own capabilities and arrange for other repairs to be carried out by others
- Demonstrate and assist others in safe and effective use of specialist equipment and materials
- Provide specialist advice to teaching staff
- Implement agreed work programmes and practical lessons under the guidance of a teacher
- Provide support to students as required both in lessons and on a one-to-one or small groups basis.
- Provide a safe, calm and well-ordered environment for all students and staff, focussed on safeguarding students' welfare and developing good behaviour in the academy and in wider society.
- Assist with the supervision of students outside of lesson times including undertaking a lunch duty.

- Accompany and supervise students on educational visits and out of school activities as required.
- Participate in the emergency first aid rota in school (appropriate training will be arranged).
- Undertake any other duties commensurate with the grade and nature of the role.

## **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of TCAT and Monkwearmouth Academy, it must be accepted that, as TCAT and Monkwearmouth Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **EQUALITY AND DIVERSITY**

TCAT is committed to equality and diversity for all members of society. TCAT will take action to discharge this responsibility but many of the actions will rely on individual staff members at TCAT embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support TCAT's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to TCAT with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or TCAT can improve its practice on Equality and Diversity, please contact the Chief Operating Officer.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with TCAT on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to TCAT Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in TCAT Staff Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

TCAT is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.