



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

CREATIVE TECHNICIAN

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Assist the Art & Design Technology Teachers in all matters in the preparation and delivery of lessons.
2. Be responsible for the preparation and maintenance of resources under the guidance and supervision of teaching and senior staff whilst ensuring that all Health and Safety regulations are adhered to.
3. Support the PE department in delivering outstanding PE and extra-curricular activity provision in curriculum and out of curriculum time for all students in the school.

JOB RESPONSIBILITIES AND ACCOUNTABILITIES

1. Main Tasks

- 1.1 Arrange and assist with the preparation of equipment for focused demonstrations and display boards.
- 1.2 Assist with changing and personal care of students.
- 1.3 Comply with safeguarding protocols and demonstrate at all times.
- 1.4 Ensure that all items of equipment are available and in good, safe condition for use by students.
- 1.5 Lead extracurricular activities before school, lunchtime and after-school for KS3 and KS4.
- 1.6 Lead groups of students, under the direction of the PE department, for PE activities.
- 1.7 Organise and maintain the learning environment under the direction of the Art & Design Technology and PE department.
- 1.8 Prepare materials and equipment for design-based work.
- 1.9 Support the PE department with any tasks which are required and by accompanying students on off-site activities.
- 1.10 Tidy up and check that all equipment is safely stored following practical sessions.
- 1.11 Work as part of a team to ensure the well-being, behaviour and personal development of students is of a high standard.

2. Assistance with Special Lessons and Practical Sessions

- 2.1 Assist with demonstrations to aid the teacher in the delivery of lessons.

- 2.2 Assist the teacher to support students when difficulties arise during a making task activity.
- 2.3 Modify apparatus for those with physical disabilities.
- 2.4 Support teaching and learning during lessons.
- 2.5 Promote and ensure Health and Safety, and good behaviour of students at all times.

3. Training and Development

- 3.1 Engage fully in ongoing CPD.
- 3.2 Engage fully in the induction training provided by the school, including undertaking any tasks specified in the training.
- 3.3 Keep up to date with developments in the specified job role.

4. Other Professional Duties

- 4.1 Actively promote the inclusion of students into whole school activities.
- 4.2 Actively seek opportunities for professional development, particularly with respect to students learning.
- 4.3 Administer basic First Aid and be willing and able to assist students when they are ill.
- 4.4 Develop effective, professional working relationships with colleagues.
- 4.5 Maintain confidentiality.
- 4.6 Supervise students with vigilance at transition break times as part of a rota system.
- 4.7 Support, promote and comply with decisions and policies agreed by the Trust, SLT and the Local Accountability Board.

5. Support for the School

- 5.1 Accompany teaching staff and students on visits, trips, out of school activities and enrichment programmes and take responsibility for a group under the supervision of a teacher, as required.
- 5.2 Assist in creating a culture in which effective learning can take place.
- 5.3 Be aware of and comply with policies relating to child protection, Health and Safety, confidentiality and data protection, reporting all concerns to a nominated person.
- 5.4 Support the maintenance and enhancement of the school's ethos and mission through your own outstanding professional conduct and high expectations of others.
- 5.5 Undertake personal development through training and other learning activities including performance management, observation, evaluation and discussion with colleagues, and use this to lead, advise and support others.
- 5.6 Work as part of a team and support the role of other people in the team and establish constructive relationships with other agencies/professionals in liaison with the teacher, to support the achievement and progress of students.

6. Resources

- 6.1 Conduct safety checks and maintenance of equipment.
- 6.2 Clean and disinfect equipment.
- 6.3 Service and maintain equipment ready for use.

- 6.4 Monitor laptop trolley storage and work with ICT support staff for any repairs/updates.
- 6.5 Ensure student work storage areas are tidy.

7. Administration

- 7.1 Occasional photocopying.
- 7.2 Ensure correct and up to date stock lists of equipment and materials. In addition supervision of the requisite Health and Safety checks.

8. Other Responsibilities

- 8.1 Carry out any such duties as may be reasonably required by the Trust.
- 8.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 8.3 Contribute to the wider life of the Trust and the STAR community.
- 8.4 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	A Levels or Level 3 qualification in a relevant subject or equivalent.	E	✓	
2.	A relevant degree or equivalent.	D	✓	
KNOWLEDGE				
3.	An understanding of the main Health and Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment.	E	✓	
4.	A knowledge of procedures associated with the recruitment, supervision and training of other employees.	D	✓	
EXPERIENCE				
5.	Detailed knowledge of Health & Safety legislation as it relates to the work of a school.	E	✓	✓
6.	Experience of keeping work records.	E	✓	✓
7.	Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.	E	✓	✓
8.	A sound knowledge of National Curriculum requirements.	D	✓	✓
SKILLS & ABILITIES				
9.	Ability to carry out risk assessments in relation to practical work.	E	✓	✓
10.	Ability to effectively direct the work of a team.	E	✓	✓
11.	Ability to identify work priorities and manage own workload and that of others.	E	✓	✓
12.	Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
13.	Ability to monitor, control and keep financial records according to the requirements of the school.	E	✓	✓
14.	Ability to maintain accurate work records and inventories.	E	✓	✓
15.	Ability to oversee the induction and training of new technical staff.	E	✓	✓
16.	Ability to maintain a range of tools and equipment.	E	✓	✓
17.	Ability to prepare equipment and materials for lessons, as requested by the teaching staff.	E	✓	✓
18.	Ability to design, develop and maintain specialist resources.	E	✓	✓
19.	Ability to demonstrate developed interpersonal and communication skills.	E	✓	✓
20.	Ability to establish positive relationships with students, including those with Special Educational Needs.	E	✓	✓
21.	Ability to act on own initiative, dealing with any unexpected problems that arise.	E	✓	✓
22.	Demonstrate good inter-personal skills and communicate with a range of people.	E	✓	✓
23.	Ability to inspect and record the work of others.	E	✓	✓
24.	Ability to work effectively and supportively as a member of the school team.	E	✓	✓
25.	Ability to demonstrate commitment to Equal Opportunities.	E	✓	✓
26.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
28.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
29.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
30.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
31.	Commitment to support Star Academies Trust's agenda for safeguarding and equality and diversity.	E	✓	✓
32.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓