

Salary:	NJC Pay Scale
Responsible to:	Line Manager
Date of Job Description:	15/07/11

Purpose of the Role:

To work with teachers as part of a professional team to support learning by providing technical assistance through the preparation and day-to-day maintenance of teaching areas and equipment for pupils.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key duties:

1. Set up resources / materials / equipment for lessons under general direction;
2. Support structured and practical activities for groups or on a one-to-one basis;
3. Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use within a small budget;
4. Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse;
5. Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order;
6. Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager;
7. Undertake record keeping, as directed;
8. To resolve problems in relation to resources / materials and equipment and practical learning activities.

Individuals in this role may also:

1. Secure and work with hazardous materials;
2. Provide clerical and administrative support as directed;
3. Responsible for the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.

Indicative knowledge, skills and experience

- Knowledge / skills equivalent to National Qualifications Level 2 or equivalent relevant experience in a specialist area;
- Knowledge of appropriate use of specialist equipment and materials and ability to communicate this knowledge to staff and pupils;
- Ability to communicate with pupils and adults to provide technical information and provide support for pupils' learning;
- Basic creative skills using standard approaches;
- Ability to carry minor loads; lift and move resources, materials and equipment which may be awkward;
- Experience of working in a technical / practical area, e.g. laboratory, craft room, workshop which may involve exposure to dirt, fumes, chemicals, liquids, possible hazardous materials, or working with potentially dangerous equipment.