JOB DESCRIPTION

Job Title:	Science & DT Technician	Reporting to:	Head of Science
Location:	Jewellery Quarter Academy	Annual salary:	Grade 2
Contract type:	Permanent – TTO	Hours of work:	32.5 hours aper week

JOB PURPOSE AND RESPONSIBILITIES

- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth whilst fostering the academy's ethos providing equal opportunities for all.
- To take an active responsibility for the safeguarding and welfare of all students and young people within the academy.
- Prepare materials and equipment for practical lessons for Science & DT
- To maintain and monitor consumables and equipment within the department to ensure all pupils are able to access a wide range of materials and processes as part of their lessons.
- To maintain and monitor stock control
- To assist the Head of Department in the ordering of materials and equipment
- To carry out weekly material and equipment checks across all Technology and Science rooms
- To assist staff in the production and updating of Technology displays
- To assist staff in the demonstration and application of machinery use to students
- To be proficient in the use of the range of equipment and provide technical support during lesson time
- To maintain machinery and equipment in accordance with health and safety requirements, including CAD CAM and kitchen equipment

Professional

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- Be aware of departmental and academy health and safety measures, including relevant risk assessments.

- To take part in Open Evenings and Parents' Evenings and any other similar event to support students and their families.
- To attend meetings and professional development activities as required.
- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

SPECIAL CONDITIONS OF EMPLOYMENT

REHABILITATION OF OFFENDERS ACT 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

MOBILITY:

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	
Job Description Reviewed by:	

PERSON SPECIFICATION

Job Title:	Technician	Reporting to:	Head Of Science
Salary:	Grade 2	Location:	Jewellery Quarter Academy

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
Education, Training and Qualifications		
• GCSE English and Maths (grade A*-C) or equivalent.	X	
• A level degree in Maths, English or an English related subject.	X	
Experience, Knowledge, Skills /Competencies		
• Experience of working within a school environment.	X	
• A good understanding of child development and learning processes.	X	
• The ability to follow instructions from the teacher and also be able to work independently.	X	
• To make effective contributions to the team as appropriate.	X	
• Experience of and the ability to deal positive with children and parents.	X	
• The ability to manage behaviour effectively.	X	
• The ability to implement assessment for learning under the guidance of the teacher.	X	
Personal Attributes		
Personal Attributes		
• Demonstrate resilience, the ability to work under pressure and meet deadlines.	X	
• Ability to think strategically, creatively and to prioritise workload.	X	
	X	

• Excellent communication skills (including written, oral and presentation skills). • Excellent interpersonal skills. • Willingness to work as a team and support others in the team.	X	X	

HOW TO APPLY

For further information about this exciting opportunity, or an informal discussion please contact Jamie Barton on jbarton@corejewelleryquarter.academy

Only those applicants submitting a CORE Education Trust Application Form will be considered. Please note that we do not accept CVs.

To apply for this role please submit your CORE Application Form to recruitment@core-education.co.uk by Noon on 20th June 2022

For more information visit our website, core-education.co.uk/work-with-us

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CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.

CORE EDUCATION TRUST

CORE Education Trust
156 Newhall Street
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B3 1QS

0121 389 2824
enquiry@core-education.co.uk
CEO: Adrian Packer CBE

DELIVERING A CORE EDUCATION

www.core-edcuation.co.uk
@COREeducate @COREeducate

HOW TO APPLY

For further information about this exciting opportunity, or an informal discussion please contact Samantha Rabone on SRabone@corejewelleryquarter.academy

Only those applicants submitting a CORE Education Trust Application Form will be considered. Please note that we do not accept CVs.

To apply for this role please submit your CORE Application Form to recruitment@core-education.co.uk by Noon on 4th July 2022

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