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**SAPIENTIA EDUCATION TRUST**

**FRAMINGHAM EARL HIGH SCHOOL JOB DESCRIPTION**

**TECHNICAL SUPPORT ASSISTANT**

**FIXED TERM, PART-TIME, 25.3 HOURS PER WEEK, TERM-TIME PLUS ONE WEEK**

**FIXED TERM UNTIL 31ST AUGUST 2023**

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| --- | --- |
| **Line Manager:** | Director of Art & Director of Technology |
| **Salary:** | Points 3-4 of the SET Support Staff Salary Scale:  **FTE** £18,887 - £19,264 per annum  **Pro Rata** £11,067 - £11,490 per annum, including an allocation for holiday pay |

**THE POST**

Framingham Earl seeks to appoint a Technical Support Assistant to support a teacher within the Art and Technology departments. The Technical Support Assistant will enable the teacher to deliver high quality lessons in Art, Art Textiles and Technology Textiles by supporting with both preparation for lessons and in class delivery. The Technical Support Assistant will have a strong relationship with the teacher of Art and Technology and be line led by the Directors of Subject for Art and Textiles.

Framingham Earl High School is a member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six-month probationary period.

**PERSON SPECIFICATION**

The personal competencies expected of all School support staff are:

* The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others.
* Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team.
* Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Technical Support Assistant are:

* To attend to the needs of the Art and Technology teacher to enable them to be successful within the classroom and support with any special requirements.
* Support teacher in fine and gross motor skills tasks including preparation/use of sewing machines, cutting fabrics, preparing needles/threads, use of hot press, use of screen printing, handing out sketchbooks/workbooks.
* Ensure safety within the workshop for the Art and Technology teacher to enable them to access work effectively.
* Establish good relationships with teachers, technicians and LSAs in the Art and Technology departments,
* Establish good relationships with students within Art and Technology lessons acting as a role model and being aware of and responding appropriately to individual needs; and encourage students to interact with others and engage in activities led by the teacher.
* Be aware of any problems arising for the Art and Technology teacher and report these to Line Manager as appropriate.
* Support the teacher in managing student behaviour, reporting difficulties as appropriate.

The qualifications and previous experience required for a Learning Support Assistant are:

* A good level of literacy and numeracy.
* Educated to A Level desirable.
* Previous experience supporting adults desirable.
* Previous experience within Art and/or Textiles desirable.
* Experience of working with children desirable.

**JOB SPECIFICATION**

**General Responsibilities**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
* Assist with the supervision of students out of lesson times, including before and after school.
* Accompany teacher of Art and Textiles and students on visits and out of school activities as required.
* Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.

The post-holder will be required to comply with the Framingham Earl High School Code of Conduct for Staff and Volunteers.

Framingham Earl High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the School’s programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**Specific Responsibilities**

* To work with the teacher of Art and Technology to support access to work including regular communication with relevant line mangers.
* To support the teacher in fine and gross motor skills tasks to enable successful lessons for all students.
* To establish strong working relationships with teachers, technicians, LSAs and students.
* To provide support for the teacher in the management of the classroom.

**HOURS OF WORK**

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| --- | --- |
| Paid Weeks per year | 39 |
| Working weeks | Term Time Plus 1 week (39 weeks) |
| Hours per week | 25.33 / 25 hours & 20 minutes |
| Normal Working Pattern | Monday-Tuesday – 0810-1500  Thursday-Friday – 0810-1500 |
| Unpaid Breaks | 30 minutes lunch break |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. |
| Continuous Professional Development (CPD) Days | School CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days that fall on your normal working days. Any additional time required for CPD can be claimed on a timesheet. |
| Overtime | Additional hours may be worked by mutual agreement with the Headteacher / Line Manager, which will be paid at the Employee’s standard rate of pay. |

**REMUNERATION**

Salary Details:

* Points 3-4 of the SET Support Staff Salary Scale:
* **FTE** £18,887 - £19,264 per annum
* **Pro Rata** £11,067 - £11,490 per annum, including an allocation for holiday pay

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 244 hours (including bank holidays), rising to 274 after 5 years’ service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

The post-holder will be entitled to join Framingham Earl High School’s nominated pension scheme for support staff.

**DRESS CODE**

The post-holder will be expected to wear appropriate smart attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Framingham Earl High School employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

**REVIEW**

The Job Description will be reviewed annually as part of Framingham Earl High School’s Performance Management programme.