

JOB DESCRIPTION			
JOB TITLE	D&T and Creative Arts Department Technical Support	SALARY	Pro Rata of £23,500 - £24,294
RESPONSIBLE TO	Head of Department D&T and Creative Arts	LOCATION	The Bicester School
DIRECT REPORTS	None	TEAM	D&T and Creative Arts
LAST REVIEWED	Date: 06.09.2024	Signatures (employee and line manager)	X
JOB PURPOSE			
<p>CURRICULUM and RESOURCE SUPPORT Under the instruction/guidance of senior staff: Provide general support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and students in the following subject areas: Food Technology, Art and Design Technology.</p>			
MAIN DUTIES AND RESPONSIBILITIES			
<p>SUPPORT FOR STUDENTS</p> <ul style="list-style-type: none"> • Support students in accessing learning activities under the guidance of the teacher <p>SUPPORT FOR THE TEACHER</p> <ul style="list-style-type: none"> • Create and maintain a purposeful, orderly and productive working environment • Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc. • Maintain records as requested • Ensure the health and safety and good behaviour of students at all times • Administer routine tests and invigilate exams • Provide clerical/admin support 			

SUPPORT FOR THE CURRICULUM

- Monitor and manage stock and supplies, cataloguing as required
- Maintenance of specialist equipment, check for quality/safety, undertake
- repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in safe and effective use of specialist equipment/materials

SUPPORT FOR THE SCHOOL

- To have responsibility for safeguarding and promoting the welfare of children.
- To have due regard for issues of Health and Safety relating to staff, students and visitors.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the School
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance management as required
- Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities within school hours.

GROUP/ EMPLOYEE RESPONSIBILITIES

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

QUALIFICATIONS & EXPERIENCE	TECHNICAL COMPETENCIES /KNOLEDGE/SKILLS	BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES
<ul style="list-style-type: none"> • A good level of general education with good literacy and numeracy skills. • Experience of working with or caring for children of relevant age 	<ul style="list-style-type: none"> • Good IT Skills • Ability to use cooking equipment and prepare/cook/store foods safely with the ability to communicate these skills effectively to colleagues and students. • Confident technology skills. • Must observe current Food Safety (General Food Hygiene) Regulations, Health and Safety at Work Act, COSHH and other appropriate statutory information. • Level 2 Award in Health and Safety or equivalent, or wiliness to complete • Knowledge of relevant polices and codes of practice • Food Hygiene Level 2 Food Safety – (training will be given if certificate is not held) • First Aid Certificate (training will be given if certificate is not held) 	<ul style="list-style-type: none"> • Able to participate in development and training opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. • Flexible and Proactive • Ability to use own initiative • A can do attitude • Willing to undertake safeguarding training



ATTRIBUTES



PROFESSIONAL

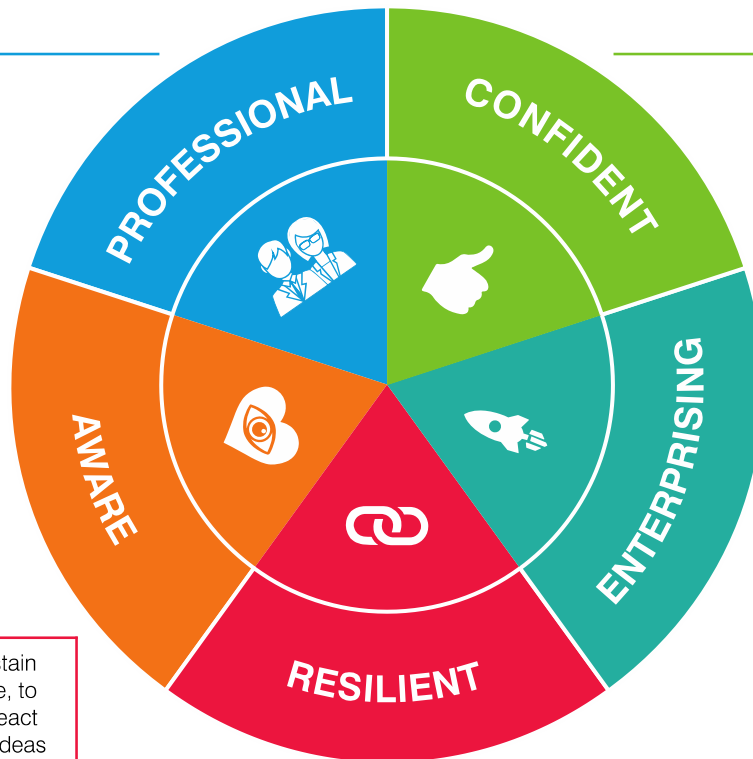
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

ENTERPRISING

Employees approach problems and challenges positively, demonstrating a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

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This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health and Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Employment will be conditional upon receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role. These checks are not an exhaustive list, and some checks may be done in retrospect in line with legislation.