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| **Role** | **Grade** | **Location** | **Reports to** |
| **Technician Manager** | Grade 6 | Chorlton High School | Nominated member of SLT |

**Main purpose of the job:**

* To work collaboratively with all staff and parents in order to support student well being and to promote the five outcomes of Every Child Matters.
* To manage a specialist curriculum or resource function, including allocation and monitoring of work, line management, training and appraisal of support staff and acting as part of the management team, becoming involved in planning and having budget responsibilities.
* To lead discrete areas of work and have responsibility for the design and delivery of support requiring an advanced level of knowledge.
* To provide a comprehensive and responsive support service for the department to meet the demands of the curriculum.

**Key relationships:**

The postholder will report to the Head Teacher or a member of the senior management team. Main contacts of the post are: Head Teacher, senior management team, teaching staff, Assistant Technicians, other support staff and pupils.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Support for Pupils:**

* To support pupils in accessing learning activities under the guidance of the teacher.
* To use specialist skills, training and experience to support pupils in the relevant discipline.
* To provide feedback to pupils in relation to progress and achievement where appropriate.

**Support for the Teacher:**

* To be responsible for the creation and maintenance of purposeful, orderly and productive working environments.
* To be responsible for timely and accurate preparation and use of specialist equipment, resources and materials as directed by the teacher.
* To take a lead role in planning, development and organisation of systems, policies and procedures.
* To manage records, information and data, producing analysis and reports.
* To ensure the health and safety and good behaviour of pupils and to take appropriate action when required.

**Support for the Curriculum:**

* To be responsible for the management of stock levels, including management of a budget and regular audit of resources through liaison with teaching and administration staff on the purchase of new stock.
* To be responsible for maintenance, quality and safety levels of specialist equipment including formulating a planned preventative maintenance programme for all equipment within the specialist area.
* To be responsible for security of all equipment and materials, ensuring that all equipment and materials are issued and replaced in accordance with established procedures.
* To demonstrate and assist in the safe and effective use of specialist equipment and materials.
* To provide highly specialist advice and guidance within the relevant discipline as required.
* To undertake structured and agreed learning activities within the relevant discipline, such as demonstrations under the agreed system of supervision where appropriate.
* To be aware of new developments in technology and new equipment and to assist teaching staff in the assessment and evaluation of new equipment needs prior to the development of new of expanding courses.

**Support for the School:**

* To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person as soon as they arise.
* To be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
* To work as part if a team to support colleagues and contribute towards the overall ethos, work and aims of the school.
* To act as the lead for the whole school in the specialist area and to share experience and skills with others.
* To recognise own strengths and areas of expertise and use these to advise and support others.
* To participate in training and other learning activities and performance development as required.
* To provide technical support outside of lesson time, for example, clubs and extra-curricular activities where relevant.
* To assist with exam invigilation as part of the agreed system for the school where appropriate.
* To undertake personal development to improve own practice.

**Management Responsibilities:**

* To manage a team of support staff.
* To liaise between managers, teaching staff and support staff.
* To hold regular meetings with managed staff.
* To represent support staff at teaching staff, management and other appropriate meetings.
* To undertake recruitment, induction, appraisal, training and mentoring of other technical support staff.

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement https://prospere.org.uk/about-us/vision-values.
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate.
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
* Promote and act in accordance with the Code of Conduct and all School / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy.
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations.
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents, and colleagues.
* Take responsibility for personal professional growth and development, keeping up to date with national research, engaging proactively with nationally recognised career frameworks and professional organisations.
* Attend Trust and school events as required and make a positive contribution during such events.
* Attend regular meetings before and after Trust hours, including morning briefings.
* Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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| **Person Specification** | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** | | |
| Possess an NVQ4 or equivalent qualification, or experience in the relevant discipline | E | Application |
| **Knowledge and Experience** | | |
| Experience working in a relevant discipline within a learning environment. | E | Application |
| Knowledge and understanding of the relevant subject area and awareness of how these can contribute to the provision of the subject within the school. | E | Application |
| The ability to use specialist equipment and resources. | E | Application / Task |
| Full working knowledge of relevant policies, codes of practices and legislation. | E | Application / Interview |
| Working knowledge of the national curriculum in the specialist area, according to the particulars of the post. | E | Application / Interview |
| Understanding of statutory frameworks relating to teaching, according to the particulars of the post. | E | Application / Interview |
| Ability to organise, lead and motivate a team. | E | Application / Interview |
| Ability to self-evaluate learning needs and actively seek learning opportunities. | E | Interview |
| Ability to relate well to staff, pupils, parents and representatives of outside agencies. | E | Interview / Task |
| Literacy and numeric skills to a high standard to accurately complete and maintain relevant records. | E | Application / Task |
| Ability to work as a team member as well as to own initiative without direct supervision. | E | Interview |
| Ability to demonstrate effective use of ICT to support learning. | D | Interview / Task |
| **Behaviours and Values** | | |
| Interpersonal sensitivity and concern when dealing with pupils, parents, and school staff. | E | Interview |
| Self-motivation and personal drive to complete tasks to the required timescales and quality standards. | E | Interview |
| The flexibility to adapt to changing workload demands and new school challenges. | E | Interview |
| Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the school. | E | Interview |
| Personal commitment to continuous self-development. | E | Application/ Interview |
| Personal commitment to continuous school improvement. | E | Interview |
| Tact and diplomacy in interpersonal relationships with all stakeholders | E | Interview |
| To be flexible and able to adapt and prioritise appropriately | E | Interview |

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.