

METROPOLITAN BOROUGH OF KNOWSLEY

SCHOOL

POST TITLE

TECHNICIAN (CURRICULUM SUPPORT)

GRADE

LEVEL 3

RESPONSIBLE TO

MAIN PURPOSE

To work under the guidance of senior staff, providing specialist support in specific curriculum / resource area(s), including preparation and maintenance of resources and support to staff and pupils.

MAIN DUTIES

Support for Pupils

Use specialist skills / training / experience to support pupils in designated department/subject area.

Provide feedback to pupils in relation to progress and achievement.

Establish good working relationships with pupils, acting as a role model.

Encourage pupils to act independently as appropriate.

Promote inclusion and acceptance of all pupils.

Promote self esteem and independence.

To administer basic first aid where appropriately trained. ***May be deleted if not appropriate to school need.***

Support for the Teacher

Create and maintain a purposeful, orderly and productive working environment.

Design, prepare and use specialist equipment / resources / materials.

Assist in the development of lesson/work plans, administration of coursework, work sheets etc.

Contribute to planning, development and organisation of systems/ procedures / policies.

Responsible for maintaining records, information and data, producing analysis and reports as required.

Administer routine tests and invigilate exams and undertake marking of pupils' work within specialist area and accurately record achievement / progress.

Promote and ensure the health and safety and good behaviour of pupils at all times.

Support for the Curriculum

Monitor and manage stock and supplies within an agreed budget, cataloguing resources and undertaking audits as required.

Maintenance of specialist equipment, checking for quality and safety in accordance with instructions, undertaking repairs/modifications within own capabilities and arrange for repairs / modifications to be carried out by others.

Prepare requisitions for new stock / supplies under the direction of the appropriate person as required.

Provide specialist advice and guidance as required.

Demonstrate and assist in the safe and effective use of specialist equipment/materials. .

Implement agreed work programmes / practical lessons under the guidance of the teacher.

Support for the School

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Contribute to the school ethos, aims and development/improvement plan.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop, respecting their social, cultural, linguistic, religious and ethnic backgrounds.

Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils.

Attend and participate in meetings as required.

Implement planned supervision of pupils out of directed lesson time, including before and after school, if appropriate and within working hours.

Undertake personal development through training and other learning activities including performance management as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

Assist with the organisation, routines and upkeep of the wider learning environment.

Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Supervise support staff as appropriate, assisting in the induction of other support staff as required.

Note This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Personal Attributes

Communication & Influence

Communicates in a clear, accurate and succinct manner to delivering information to the right person ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.

Team working

Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others' views and opinions. Works with the team to generate solutions and reach consensus.

Organisational Awareness

Demonstrates a broad knowledge of the schools activities and how they contribute to the schools performance as a whole. Is able to describe the current activities in their area and whole school developments. Demonstrates how own job performance contributes to the schools vision.

Adaptability

Responds positively to the change process. Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices.

Use of technology

Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it appropriately.

Professional Values and Practice

Demonstrates high expectations for all pupils.

Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for them development as learners.

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

Experience & Knowledge

Experience in specific technical/resource area within a learning environment.

Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.

Relevant knowledge of First Aid.

Basic awareness of inclusion, especially within a school setting.

Qualification & Training

Have achieved or working towards a Level 2 qualification in Numeracy/Maths and Literacy/English.

Relevant Level 3 qualification or equivalent experience.

Specific training in specialist area.

Requirement to complete Support Staff Induction Programme.

Requirement to complete Appointed Persons First Aid at Work training.

Date Issued:

Line Manager Signature:

Employee Signature:
