



Job Description

Hours: 37.5 per week for 39 weeks a year (TTO)

Job Purpose

- to work as part of a team providing high quality support to the Head of Department, keeping up to date with developments relevant to the role
- to research, design and prepare practical activities under the direction of the Head of Department
- to control stock of materials and equipment, maintain an inventory, notice deficiencies and purchase new supplies under the direction of the Head of Department
- to prepare equipment and materials for use in classrooms as requested and clear it away afterwards ensuring safe disposal of waste
- to conduct daily machine checks, keep Health and safety logs (training will be given) and to follow health and safety policies
- to provide administrative and technical support and relevant advice to teachers of art, design technology, photography, and food technology
- to maintain effective display boards around the academy which showcase good practice, provide information and illustrate our values
- to promote and maintain a healthy and safe working environment for staff and students. Training will be provided.

Responsibilities

- to prepare, issue, receive, monitor, maintain and store resources. Our resources include kiln, wood workshop, food technology room, CAD-CAM suite and well-equipped art studios
- to prepare equipment and materials for use in classrooms as requested and clear it away afterwards ensuring safe disposal of waste
- to research, design and prepare practical activities under the direction of the Head of Department
- to conduct daily machine checks, keep Health and safety logs (training will be given) and to follow health and safety policies
- to assist teaching staff with the supervision of demonstrations and equipment
- to provide support for students' learning in classrooms under the supervision of a qualified teacher, assisting students and work with ICT
- to keep teaching and store rooms tidy and all resources in good working order
- to care for and maintain the security and appearance of all rooms and work areas including stores, equipment, drainage systems and working surfaces
- to control stock of materials and equipment, maintain an inventory, notice deficiencies and purchase new supplies under the direction of the Head of Department
- to keep financial records of departmental expenditure in accordance with Academy financial policy and procedures
- to produce, control and file learning resources and reference material including web based resources

- to prepare display material around the academy and ensure all academy displays are of a high quality
- to develop and maintain records as required
- to promote a healthy and safe working environment for staff and students
- to ensure all Health and Safety requirements are observed and carry out appropriate risk assessments
- to undertake the assessment, monitoring and review of health and safety procedures under the direction of the relevant Subject Leader
- to contribute to whole academy policy and practice on health and safety
- to attend and contribute to Academy events, including presentation events, as required
- to undertake any other relevant tasks that may occasionally be required to provide support for students' learning in and outside of the classrooms.

Links

- to work closely with teachers of practical subjects, ensuring their requirements for lessons are met and innovative practices to support good teaching and learning are developed
- to liaise with relevant outside agencies and suppliers
- to attend Academy and department meetings as required
- to participate in agreed professional development activities and the Academy's framework for performance management

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.

ESE JULY 2023