**LAKELANDS ACADEMY JOB DESCRIPTION**

**POST TITLE:** Senior Design and Technology and Arts Technician

**GRADE:** Grade 7 point 12-17 £27,711 - £30,060 per annum pro rata (£14.36 - £15.58 per hour)

**HOURS OF WORK:** 37 hours per week, term time only plus 2 weeks.

**POST STATUS:** Permanent

**Disclosure level:** Enhanced

**Responsible to:** Faculty Leader – Creative Arts & Technology

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**MAIN PURPOSE OF THE POST:**

To assist teaching staff in providing students at Lakelands Academy with a relevant and effective Design & Technology and Creative Arts experience and ensure high levels of achievement. To liaise with, direct and support other technicians within the faculty. To oversee the role of the Creative Arts Technicians, to ensure that all equipment is maintained to a high standard, to be responsible for inventory of apparatus and resources and to maintain any other reasonable records as required by the Faculty Leader.

**KEY RELATIONSHIPS -**

The post holder will be responsible to the Faculty Leader for Creative Arts and Technology and be required to work closely with teaching and non-teaching staff and have contact with students, parents, suppliers and others. While the majority of time will be spent in Design & Technology and Art, the role will also require supporting Drama, Food & Nutrition, ICT and Music.

**DUTIES**

**Staff Management**

* Under the guidance of the Head of Faculty lead, supervise and deploy the Creative Arts Technicians
* To promote and maintain a co-operative and flexible working relationship between technicians and teaching staff
* Provide/ arrange provision of training for technicians.

**Learning delivery - To ensure the timely and appropriate delivery of lesson resources**

Under clear guidance from the relevant member of faculty teaching staff and the Faculty Leader;

* Oversee and prepare materials and ingredients as required by the subject teacher prior to lessons.
* Regularly maintain the equipment and tools in the workshop and classroom areas and ensure all equipment is in safe working order.
* Obtain materials by local purchase.
* Keep all the classrooms organised and free from hazards.
* Assist technology staff in developing appropriate resources for teaching and learning.
* Support students and teaching staff when doing practical tasks.
* Supervise small groups of students ensuring they are engaged and on task.
* Carry out risk assessments for all technician activities after consulting CLEAPSS and ensure all risk assessment are accurate and kept up to date.

**Supporting the Teachers - In ensuring the availability of suitable materials and equipment.**

* Carry out an audit of all stock, compile orders and liaising or negotiating with suppliers and finance departments.
* Source, cost and suggest economic alternatives to maintain adequate stock levels.
* Collect and check equipment before returning it to store and ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
* Visual checking of plugs and electrical equipment and arranging repair or replacement of any damaged or broken equipment.
* In conjunction with the Faculty Leader ensure the Implementation and dissemination of all appropriate H&S Legislation and guidance with respect to science education and ensure compliance with COSHH Regulations.
* To ensure that statutory safety regulations and safe practice is complied with, relating to teacher/technician skills qualifications and student involvement in the classrooms and workshops.
* Liaising with teaching staff to develop new practical ideas and advise on schemes of work
* Carry out demonstrations and assist with practical lessons in class as required.

**Administration/ Record keeping- To support the creative arts teachers in providing administrative support to the Creative Arts department.**

* Ensure photocopies of resources and test papers are available.
* Carry out all other administration task such as filing, photocopying and laminating and updating displays.
* Ensure data is inputted onto the computer in a timely manner.
* Ensure and oversee adequate cover of the technicians timetable, to maintain a suitable service to the faculty.
* Answer the telephone in the creative arts department and deal with any queries.
* Maintain a record of textbooks held within the Faculty to include of list of who they have been issued to and when. Stamp and number new textbooks and repair any damaged books.
* Help organise lessons if the teacher(s) are absent.
* Keep records of capitation and orders placed, monitor the departmental expenditure against budget and liaise with the Faculty Leader as necessary.
* Assist the faculty leader with organisation of school trips, book transport, hotels and events and carry out trip related risk assessments.
* Under the direction of the Faculty leader ensure that all health and safety requirements are met

**Co-ordination and Development of practical resources and facilities:**

* Provide guidance and support to staff and students in meeting the practical requirements of the curriculum.
* Maintain audio and visual resources for the Faculty and maintain a log of such equipment.

**Health and Safety - To ensure the maintenance of a healthy & safe working environment through:**

* Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources.
* Keeping up to date with current procedures and practices through continuing professional development to include: keeping up-to-date with health & safety requirements and with developments in practical lessons. (Attending courses & reading publications.)
* Monitor and ensure the regular servicing of equipment, including electrical safety testing. Carry out in-house repairs, calibration and maintenance (depending of own qualifications) Remove any defective equipment from use and store safely pending repair/replacement.
* Ensure by regular recorded checks that sinks are clean and unblocked, electric sockets, taps and gas appliances are operating correctly, safety googles are not scratched.
* Source contractors for external repairs ensuring quality for money of all undertaken repairs.
* Construct risk assessments for technician activities and ensure these are disseminated to the rest of the team.
* To log details of accidents and other incidents and to deal with Health and Safety defects immediately and report details to the Business Manager.

**Other**

* Contribute to the design, development and maintenance of specialist resources and/or long-term project.
* Attend meeting and training sessions as required.
* Where appropriate communicate and co-operate with internal/external individuals and bodies.
* Maintain confidentiality at all times
* Carry out any other tasks that are within your skill level and capacity
* Carry all duties in the most effective, efficient and economic manner available.
* Under the direction of the Faculty leader ensure that all health and safety requirements are met
* Work as part of a team within the Creative Arts and Technology department assisting each other as and when required
* Undertake such other tasks as relevant to the work of the Creative Arts and Technology department or the needs of the Academy as they may arise.
* Undertake First Aid training, maintain an up to date first aid certificate and administer first aid across the academy as required.
* Undertake structured and agreed learning activities e.g. health and safety training, ICT training and child protection training.

*The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”*

**Note**: Lakelands Academy is designated as a no smoking workplace, there is an expectation that staff maintain a professional dress code and that ID badges will be worn and will be on show.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

**PERSON SPECIFICATION**

**SENIOR DESIGN AND TECHNOLOGY AND ART TECHNICIAN**

* Motivation to work with children and young people;
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
* Emotional resilience in working with challenging behaviours; and
* Attitudes to use of authority and maintaining discipline.
* Other Expectations - Professional dress code, appearance and behaviour expected

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|  | **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | 5 GCSE’s or equivalent | ✓ |  |
| First Aid at work and/or Healthy and Safety qualification or willingness to undertake if required | ✓ |  |
| Evidence of further training work related or other | ✓ |  |
| **Work or Relevant Experience** | Can show relevant experience to support post | ✓ |  |
| Has experience of or can demonstrate importance of using safe working practices. | ✓ |  |
| Current practice / knowledge of Health and Safety regulations and procedures for working in a laboratory setting and working with hazardous chemicals | ✓ |  |
| Line Management experience in previous roles |  | ✓ |
| Experience of working in an educational setting or other relevant environment |  | ✓ |
| Practical hands on experience |  | ✓ |
| Knowledge of a particular subject/technical area | ✓ |  |
| **Skills and Abilities (relevant to the post)** | Effective use of ICT and the ability to use a variety of software efficiently | ✓ |  |
| Understands the importance of following policy and procedure | ✓ |  |
| Can demonstrate excellent organisational skills and the ability to forward plan | ✓ |  |
| Ability to work on own initiative and deliver high quality service whilst under pressure | ✓ |  |
| Ability to communicate effectively and confidently both verbally and in writing | ✓ |  |
| Ability to identify own training and development needs and co-operate with means to address these | ✓ |  |
| Ability to use relevant equipment/ resources | ✓ |  |
| Appreciation and knowledge of schools / education environment |  | ✓ |
| Ability to think quickly, assess situations and react calmly | ✓ |  |
| Good hands on approach – ability to meet the practical requirements of the curriculum. | ✓ |  |
| Able to provide technical advice to teacher and technicians | ✓ |  |
| **Personal Qualities** | A conscientious and flexible approach to work | ✓ |  |
| Ability to relate well to children and adults | ✓ |  |
| Good sense of humour |  | ✓ |
| Organised, enthusiastic and self-motivated | ✓ |  |
| Has a smart presentable appearance and prepared to adhere to the school dress code | ✓ |  |
| Good Leadership skills – The ability to lead and motivate a team |  | ✓ |
| Ability to communication with a wide range of people such as teachers, students etc | ✓ |  |
| **Other requirements** | Willingness to undertake occasional weekend and evening work for example Open Evenings, Employer liaison, and careers events. |  | ✓ |
| Understands the importance of confidentiality | ✓ |  |