



Ysgol Aberconwy

JOB DESCRIPTION

POST: Curriculum Support Assistant – Design & Technology Technician

SALARY RANGE: G02

POSTHOLDER:

REPORTING TO: HoD

JOB PURPOSE

- Under the instruction/guidance of senior staff, provide general support in the technology areas, including preparation and maintenance of resources and support to staff and pupils.
- Work across a range of material areas including Product Design, Textiles, and Food Technology, using a range of equipment in woodworking, metal working and hygiene.

MAIN DUTIES

Support for Pupils

- Support pupils in accessing learning activities under the guidance of the head of department
- Support pupils by ensuring equipment and resources are maintained and available as necessary

Support for the Teacher

- 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 pupils at all times.
- Administer routine tests and invigilate exams
- Provide clerical/administrative support, e.g. typing, word processing, record keeping, photocopying, printing, collection and recording of money, etc....

Support for the Curriculum

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

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils 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 pupils in and out of lesson times including before and after school, lunchtimes as well as clubs, extra-curricular activities.
- Act as invigilators for formal examinations.

RIGHT TO VARY

This job description is not intended to be an exhaustive list of duties. Ysgol Aberconwy reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the school.

Signed by: **Date:**

Employee's Name and Signature

Approved by:

Head Teacher: **Date:**

PERSON SPECIFICATION

Factor	Requirements	How Identified	Rank E-Essential A-Advantageous
Qualifications	NVQ Level 2 or equivalent qualification or experience in relevant discipline.	AF/I/V	E
	Good standard of education with 5 GCSE's or Equivalent.	AF/V	E
	Health and Safety certificate in woodworking, metal working and hygiene.	AF/V	A
Experience	Experience of working with children of relevant age.	AF/I/R	A
	Experience of working with adults in a school environment	AF/I/R	A
	Experience of using wide range of workshop, textile and cooking equipment.	AF/I/R	A
Knowledge & Skills	Knowledge and use of relevant equipment/resources.	AF/I/R	E
	Effective use of ICT.	AF/I/R	A
	Knowledge of CAD/CAM or a willingness and capacity to learn.	AF/I/R	A
	Ability to work under pressure to complete deliverables and adhere to deadlines.	AF/I/R	E
	Excellent organisational skills including an ability to manage own workload and plan activities.	AF/I/R	E
	Excellent communication skills in written and spoken English.	AF/I/R	E
	Fluency in written and spoken Welsh	AF/I/V	A
	Good numeracy and literacy skills	AF/V	E
Creativity & Innovation	Full working knowledge of relevant policies/code of practice and awareness of relevant legislation.	AF/I/R	A
	Excellent personal motivation and enthusiasm for completing assigned tasks.	AF/I/R	E
Contacts & Relationships	Ability to identify own training and development needs and co-operate with others to address these.	AF/I/R	E
	Excellent interpersonal skills and an ability to communicate effectively, in both written and verbal form with staff.	I/R	E
Decisions/ Recommendations	Ability to integrate into and work effectively within a team environment understanding school roles and responsibilities and your own position within these.	I/R	E
	Ability to relate well to children	I/R	E
	Full understanding of the range of support services/ providers and ability to work with such agencies	AF/R	A
Resources	Ability to make decisions independently within an agreed objective framework.	I/R	E
Physical Demands	Ability to manage resources efficiently	I/R	E
	Ability to carry out daily duties in and around the school environment – including break/lunch duties on the school yard and in the school canteen.	AF/I	E
	Ability to safely carry and manipulate a variety of materials within the Technology subject area	AF/I	E

AF: Application Form

I: Interview

R: Reference

V: Verification