

# Job Description and Person Specification

## Role

Department Technician

Beckfoot Trust

Salary/Grade: Band 5

Reporting to: Lead Technician / Head of Department

# JOB DESCRIPTION

## Corporate Responsibilities

- Provide support for a curriculum area, including preparation, and maintenance of resources compliant with health and safety regulations, supporting students to achieve top 10% outcomes in a remarkable learning environment.
- Adhere to the principles of alignment in the One Trust Contract
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This role involves engaging with pupils in regulated activity relevant to children.

## Key Duties and Responsibilities

- Monitor and order department supplies, ensuring resources are available for staff and pupils as required in line with financial procedures
- Ensure timely preparation and set up of specialist curriculum resources and areas for learning
- Provide technical support and demonstrations for safe use of specialist equipment and resources, helping pupils to progress in their learning
- Maintain department resources, ensuring they are cleaned, stored, or disposed of in accordance with health and safety requirements
- Promote a safe and healthy environment, maintaining orderly working areas, assisting with assurance checks, and maintaining safety standards
- Photograph/film, display / publish and store pupils work as appropriate
- Assist in the organisation of trips, exhibitions and activities for students and staff
- Assist with the supervision and welfare of pupils, contributing to effective behaviour management in school
- Participate in extracurricular /enrichment activities, such as outings, social activities, and sporting events to enhance learning and engagement
- Provide administrative support for the department
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Attend meetings and undertake duties as required in line with school calendar, sharing expertise and supporting others
- Provide occasional cover for colleagues in support functions
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school
- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process

## Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent skills, techniques and knowledge in teaching and SEND role
- Seek feedback and act on it to improve performance within and beyond formal appraisal and coaching opportunities
- Actively engage in the school coaching offer and appraisal process
- Under-go regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

# JOB DESCRIPTION

## Intermediate Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate they can:

- Explain themselves fluently and spontaneously with minimum effort and only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

**Date: October 2023**

*This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.*

*Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.*

# PERSON SPECIFICATION

## Department Technician

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> <li>Minimum of GCSE (A-C/ 4+) English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2.</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 qualification in relevant discipline</li> <li>Evidence of relevant CPD activities</li> <li>First aid certification or willing to work towards</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Recent and successful experience of providing relevant support</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting in schools</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Knowledge, Skills and Ability	<ul style="list-style-type: none"> <li>Practical knowledge in subject area</li> <li>Ability to relate well and work effectively with children and adults.</li> <li>Understand varying needs of pupils and how to overcome barriers to learning</li> <li>Good understanding and ability to use relevant equipment</li> <li>Good planning and organisational skills</li> <li>Work constructively as a part of a team to deliver remarkable service</li> <li>Excellent communication and interpersonal skills</li> <li>Able to use IT and relevant software effectively</li> <li>Knowledge of relevant policies /legislation for health and safety</li> <li>Able to prioritise conflicting demands and pressures</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Character/ Values	<ul style="list-style-type: none"> <li>High commitment to safeguarding and promoting the welfare of children</li> <li>A passion for education and a deep-felt desire to make a difference for young people</li> <li>Commitment to the Trust agenda for inclusion, diversity and equality</li> <li>Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership</li> <li>Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know'</li> <li>Emotionally intelligent: know when to direct and when to challenge</li> <li>Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example</li> </ul>	<ul style="list-style-type: none"> <li>Understand the importance of work/ life balance</li> <li>Resilient, flexible and hardworking</li> <li>Interest in the Trust's wider role in the community</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Personal Circumstances	<ul style="list-style-type: none"> <li>Legally entitled to work in the UK</li> </ul>		<ul style="list-style-type: none"> <li>References</li> <li>Interview</li> </ul>

# PERSON SPECIFICATION

Essential Requirements	Desirable Requirements	How Identified
<ul style="list-style-type: none"><li>• Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</li><li>• Flexibility to support out of hours activity on occasion</li></ul>		