Job Description

Position: Curriculum Resource Technician

Salary Grade: D11 – D13

Reports To: Leader of Design & Pattern

### Main Duties

The duties outlined in this job description may be modified by the Principal, Vice Principal or Governors, with your agreement, to reflect or anticipate changes in the job commensurate with the salary.

Support for Students

* Support students in accessing learning activities under the guidance of the teacher
* Provide feedback to students in relation to progress and achievement

Support for the Teacher

* Create and maintain a purposeful, orderly and productive working environment
* Timely and accurate preparation of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc
* Maintain records as requested
* Provide clerical/administrative support
* Administer routine tests and invigilate exams and undertake routine marking of students work

Support for the Curriculum

* Undertake structured and agreed learning activities ensuring Health & Safety and good behaviour of students
* Monitor and manage stock and supplies, cataloguing as required
* Maintenance and operation of specialist equipment, checking for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
* Demonstrate and assist others in safe and effective use of specialist equipment/materials

Support for the Academy

* Be aware of and comply with policies and procedures relating to Child Protection, health; safety and confidentiality, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the Academy
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities
* Support duty team
* Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

It is the Academy’s expectation that employees a role model for students and staff and conducts themselves in a professional manner in line with the Academy’s code of conduct and policies. They are expected to be learners and model good learning for students and staff. It is the Academy’s expectation that staff seek to improve their practice by actively involving themselves in the professional development programmes of the academy which encourage and support reflective practice.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_