

## JOB DESCRIPTION

Post title:	Design Technology Higher Level Teaching Assistant (HLTA) / Technician
Academy:	Sedgefield Community College
Reporting to:	Headteacher
Salary/Pay range:	FTE £31,586 - £32,654 Actual £28,427 - £29,388
Hours of work:	Full-time / Term time only (plus 10 days)

### **Purpose of Job**

The role of Design Technology HLTA / Technician will involve working in partnership with teachers in the subject area to support and at times lead teaching and learning activities for individuals, groups and whole classes. As well as this, the role will also involve providing technician support across the Technology faculty specifically and at times other areas within the school.

### **Main Duties and Responsibilities (HLTA Element of Role)**

- To contribute to teaching and learning activities within the DT subject area, working collaboratively as part of the subject teaching team.
- To plan, assess and deliver learning activities to individuals, groups or whole classes, working to the direction of leaders within the subject area.
- To plan to support the inclusion of all students.
- To communicate effectively and sensitively with students to support their learning.
- To use behaviour management strategies in line with the school's established policies and procedures.
- To organise and manage safely the learning activities, teaching space and resources for which they have responsibility.
- To monitor and assess students, recording and providing feedback on their progress.
- To attend subject planning and preparation meetings as required during the course of the working week.
- To attend meetings or other events with parents when required.

### **Main Duties and Responsibilities (Technician Element of Role)**

- To provide support across all areas of Design Technology and other areas of school as directed.
- Maintain hygiene and health and safety standards in all areas with appropriate training provided.
- Prepare lesson materials (practical resources, photocopying, etc) for teaching staff.
- Assist teaching staff during practical lessons as and when required. In rare instances, to cover lessons within the Design Technology faculty.
- Ensure that practical areas are clean and tidy after lessons throughout the faculty.
- Ensure the security of all hazardous materials and substances when not in use by a teacher (including storage).
- Advise staff as to the safe use of hazardous substances as specified by manufacturer and COSHH.
- Comply with all COSHH requirements when handling hazardous materials.
- Carry out routine safety checks on all machinery and log safety concerns immediately with College Business Manager. Maintain records of such checks.
- Ensure all tools and equipment are maintained in a safe condition within the faculty.
- Maintain stocks of utensils and equipment within the faculty.
- Maintain and record stocks of materials (inc. food) and replenishing stocks.
- Carry out minor repairs within the faculty where possible and arrange repairs to equipment where necessary.
- Carry out general tasks on a daily basis which are required to ensure the smooth running of the subjects and to support the teaching staff as required.
- Responsible for promoting and safeguarding the welfare of children and young people.

- To undertake other duties and responsibilities as required commensurate with the grade of the post.

### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes as appropriate to the role.
- Be aware of, and comply with, all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Performance Management process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of The Laidlaw Schools Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above-mentioned duties are neither exclusive nor exhaustive, the post holder may be required to carry out other duties as required by the Trust.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2024 where required