



Castle View
Enterprise
Academy

Your Academy...Your Future

Post Title	Technician – Technology & Art
Purpose	To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the Academy's policies and procedures.
Responsible to	Subject leaders and senior members of staff.
Responsible for	All technology and art experimental and administrative functions.
Contract Type	Full Time/Term Time Only
School Type	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
Grade	Grade E, SCP 7-9 <i>(Term Time Only equivalent £22,610 - £23,340 – Pay Award Pending)</i>
Disclosure Level	Enhanced
Expectations	<p><u>There is an expectation that all adults who work at Castle View Enterprise Academy will:</u></p> <ul style="list-style-type: none"> • Create opportunities to support the Academy vision. • Have respect and care for students and all other adults. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress. • Contribute to the Academy enrichment programme.
Duties & Responsibilities	<ul style="list-style-type: none"> • Under the overall management of the Subject Leader, maintaining the use of practical resources and facilities and providing assistance and advice in meeting the practical needs of the curriculum, including liaising with teaching staff and support staff outside the department. • Providing technical support and ensuring practical resources are prepared and in place for lessons as required. • Ensuring the maintenance of a healthy and safe working environment through;

	<ul style="list-style-type: none"> ➤ Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources. ➤ Keeping up to date with current procedures and practices through continuing professional development. ➤ The provision of technical advice and support on health and safety issues to teaching and trainee technical staff. ➤ The safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards. ➤ The healthy and safe storage and accessibility of equipment and materials. <ul style="list-style-type: none"> • Contributing to the design, development and maintenance of specialist resources and/or planned projects. • Supporting the line manager in ensuring the availability of suitable materials and equipment; helping to compile orders and obtain costings and keeping up to date records of stock. • Under the overall guidance of the line manager, ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out to the required standard. • Preparing resources, assembling apparatus and equipment. • Ensuring that all student work is stored safely and securely ready for lessons and for examination purposes. • Providing support to all areas of Technology including resistant materials, food and textiles. • Providing support for all teachers of Art. • Obtaining materials/sundries for demonstration or practical use. • Following risk assessment procedures. • Assisting in practical classes and carrying out demonstrations. • Keeping up to date with health and safety requirements and with developments in the appropriate subject (including attending courses and reading publications). • Keeping the preparation areas and classrooms for Art and Technology in a tidy and neat condition. • Supporting students in lessons. • Photocopying of resources across the Academy. • Invigilation of exams. • Disposing of waste materials safely in line with school procedures. • Organising, storing and checking the condition of equipment. • Checking and ordering stock, keeping stock records and maintaining resources. • Collecting, checking and returning equipment to stores. • General cleaning of surfaces and equipment.
<p>General Requirements</p>	<ul style="list-style-type: none"> • Attending and participating in training and development courses as required. • Communicating with colleagues in the school. • Being an effective role model for the standards of behaviour expected of pupils.

	<ul style="list-style-type: none"> • Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.
Professional Values & Practises	<ul style="list-style-type: none"> • Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement. • Treating pupils consistently with respect and consideration and being concerned with their development as learners. • In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment. • Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues. • Reflecting upon and seeking to improve personal practice. • Working within school policies and procedures and being aware of legislation relevant to personal role and responsibility in the school. • Recognising equal opportunities issues as they arise in the schools and responding effectively, following school policies and procedures. • Building and maintaining successful relationships with pupils, parents/carers and staff.
Additional Duties	<ul style="list-style-type: none"> • Carry out other reasonable tasks from time to time as directed by the Principal.

Person Specification

CRITERIA	ESSENTIAL = E DESIRABLE =D
Education & Qualifications	
A technical qualification or sustained involvement in technical based activity.	E
Evidence of technical knowledge and expertise.	E
Ability to use CAD/CAM systems.	D
Experience	
At least 2 years previous experience in a similar background.	D
Experience of working in a school environment.	D
Knowledge & Skills	
Able to maintain and operate equipment and machinery.	E
Able to prepare and assist students with practical activity and the use of materials.	E
Able to communicate effectively with colleagues and students.	E
Able to plan and organise work.	E
Able to work under pressure and to tight deadlines.	E
Able to organise supplies and equipment and organise stock.	E
Knowledge in relation to Health and Safety issues.	D
ICT packages related to the subject area.	D
Personal Qualities	
Ability to demonstrate maturity, patience and determination.	E
Reliable and conscientious.	E
Enthusiastic and self-motivated.	E
Pleasant manner when dealing with colleagues and customers.	E
Flexible approach.	E
Desire and ability to learn new skills.	E
Good attendance record.	E

Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.