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| Job Description: Performance Curriculum Technician Including PE, Art and Music | |
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| School Vision: | The strategic intention is that the school will be an outstanding educational institution becoming a beacon of excellence in all it does, driven by the belief that all learners are of equal value and have unlimited potential for development. The vision for the Dean Trust Wigan is to secure outstanding outcomes.  **The mission of the school is summed up as:**  ***‘****Promoting and achieving excellence in a supportive and challenging learning community’.*  **The school will adopt the following twin principles**:  *‘High achievement and a learning for all culture’* |
| Reporting to: | Subject Leader |
| Summary: | The core values are to be an integral part of the daily routines and procedures where  shared expectations form the basis of a code of conduct / standards of behaviour for all:   * Recognising the importance of learning as a means to enable us to achieve, be fulfilled and positively contribute to our society and community. * Promoting and achieving excellence - excellence is attainable – continually aspiring to be the best we can be … and making our best better. * Encouraging creativity and innovation – ‘a can do’ and ‘no excuses’ culture. * Promoting equality and diversity – every pupil is unique and will be respected and diversity will be celebrated. * Working in Partnership to raise aspirations – parental engagement with the school being at the heart of the community. * Insisting on the highest standards of behaviour - only the highest standards of behavior will be expected and celebrated. * Safeguarding the health, safety and welfare of all who study and work at   the school. |
| Line Management: | None |
| Salary Grade: | G3 |
| Hours | 19.5 hours, term time (3 days)  8.15 am – 15.15 pm |
| Core Duties | The curriculum technician will provide practical, administrative and technical support service across the subject area. |
| Specific Responsibilities: | * Preparation of materials and equipment for project work from year 7 to 11. * To operate machinery (training provided). * To undertake regular checks, minor repairs and report faults and safety problems to the relevant persons. * To be responsible for the application of good practice when dealing with the use and storage of materials and equipment ensuring compliance with health and safety and other relevant record keeping. * Cleaning sinks and cleaning bench-tops of debris and materials, clearing spillages.      * Updating stock records and subject inventory records. * To maintain stocks of relevant materials which will include ordering of goods and supplies from staff requisitions and liaise with suppliers as necessary. * To put up and service classroom displays and corridor displays as directed. * To participate in training and personal development program as required. * To be available if required to cover for other curriculum technicians in other subject areas. * To be first aider      * To undertake any duties as may be determined by the Headteacher   commensurate with the grade to support the effective efficient  operation of the school curriculum and activities. |

September 2017

The job description is current at the date shown but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to, the job commensurate with the grade.

**Dean Trust Wigan**

**Curriculum Technician**

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **REQUIREMENTS** |  |  |
| **Good planning and organisational skills** | **\*** |  |
| **Ability to work on own initiative** | **\*** |  |
| **Ability to be flexible** | **\*** |  |
| **Awareness of health and safety** | **\*** |  |
| **Good team worker** | **\*** |  |
| **Good verbal and communication skills** | **\*** |  |
| **Basic ICT skills** | **\*** |  |
| **Ability to meet deadlines** | **\*** |  |
| **Previous experience in an arts preparation environment** |  | **\*** |
| **Methodical, accurate, meticulous** | **\*** |  |
| **First aid qualification (training provided)** |  | **\*** |

September 2017