

**Job Description**

**Job Title:** Curriculum Technician

**Role accountable to:** Faculty Leader – Computing, Business and Technology

**Salary Scale:** SPC: 4 - 6

**Main Purpose of the job:**

To support high quality teaching and learning in technology and in some aspects of health and wellbeing lessons.

**Key responsibilities:**

* Ensure that teaching/examination areas are set up appropriately for use.
* Ensure that all duties carried out comply with the Health and Safety at Work Act.
* To be or to work towards a qualification in being a fully trained and accredited user of a circular saw and under and over planer.
* To manage and maintain resources for the Materials Technology / Health and Wellbeing curriculums.
* To prepare materials and equipment for use in the Materials Technology / Health and Wellbeing areas of the curriculum.
* To assemble and disassemble Materials Technology/Health and Wellbeing displays in the Materials Technology/Health and Wellbeing area of the curriculum.
* To organise and maintain the Materials Technology/Health and Wellbeing library resources.
* To assist with the annual stock-take and place orders for materials/equipment.
* To assist with the maintenance of a safe working environment.
* To assist with practical lessons as and when required for KS3 and KS4 Materials Technology and Health and Wellbeing (in agreement with Regional Facilities Manager)
* To assist in the preparation and implementation of laser cutting for lessons.
* To prepare materials for Materials Technology lessons e.g. cutting of wood.
* To service and maintain workshop equipment.

**Additional Responsibilities:**

* Ensure observation of Health & Safety regulations
* Uphold the academy’s ethos, rules and regulations.
* Be aware of Child Protection issues and raise any concerns through the appropriate procedures.
* Work as a member of a team in the day to day organisation of the whole learning environment in the academy to ensure good practices are developed and maintained.
* Participate in academy activities and staff meetings when appropriate.
* Undertake other associated duties as required, including lunch and break duty.
* Maintain all equipment used to the required standards.
* Participate in relevant Staff INSET as and when required.
* Take part in performance development procedures.
* Other admin duties may be carried out from time to time
* Be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, Health Safety & Security, Confidentiality and Data Protection, reporting all concerns to an appropriate person.

**Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.**

**Please note:** This job description provides an overview and may not cover all aspects of the job. The role may involve other responsibilities as reasonably expected from the Headteacher at short notice.

***“The school’s work to promote pupils’ personal development and welfare is outstanding”***

OFSTED: May 2016

**Personal Specification**

**Qualifications**

**Essential**

**From**

 **Desirable**

|  |  |  |  |
| --- | --- | --- | --- |
| GCSE grade C or above in English and Maths |  |  | A,I |
| Good numeracy/literacy skills |  |  | A,I |
| Degree in subject relating to the school curriculum |  |  | A, I |

**Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Experience of supervising staff or young people |  |  | A,I |
| Experience of working in a school or with young people |  |  | A, I |
| Experience of working in an educational setting |  |  | A, I |

**Knowledge and skills - the ability to...**

|  |  |  |  |
| --- | --- | --- | --- |
| Willingness to participate in development and training opportunities |  |  | A, I |
| Ability to work constructively as part of a team, understanding classroom role and responsibilities and your own position within these |  |  | A, I |
| Ability to offer a firm but friendly approach and be self confident in dealing with young people |  |  | A, I |
| Excellent written and oral communication skills  |  |  | A, I |

**Commitment - demonstrate commitment to...**

|  |  |  |  |
| --- | --- | --- | --- |
| Excellence at all levels and a determination to succeed |  |  | A,I |
| Achieving the highest standards of teaching and learning for all students |  |  | A,I |
| Motivate others and adopt a positive approach to education |  |  | A,I |
| Equality of opportunity for staff, students and all members of the school and wider community |  |  | A,I |
| Promoting The Oldham Academy North’s vision and ethos |  |  | A,I |
| Establishing a high quality, stimulating learning environment |  |  | A,I |
| Ongoing relevant professional self-development |  |  | A,I |
| Safeguarding and child protection |  |  | A,I |

**Key**

A Evidence from application form and personal statement

I Evidence from a face to face interview