

Job Description

Role Title	Typically reports to	
ICT and Technical L3	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
D168	6	DD/MM/YY

Purpose of the role (job statement)

Under the guidance of senior staff: provide specialist support in a specific curricula/resource area, including preparation and maintenance of resources and support to staff and pupils.

Main Duties:-

- use specialist skills/training/experience to support pupils
- provide feedback to pupils in relation to progress and achievement
- create and maintain a purposeful, orderly and productive working environment
- ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- assist in the development of lesson/work plans, administration of coursework, worksheets etc
- contribute to planning, development and organization of systems/procedures/policies
- be responsible for maintaining records, information and data, producing analysis and reports, as required
- promote and ensure the health and safety and good behaviour of pupils at all times
- undertake marking of pupils' work with specialist area and accurately record achievement/progress
- administer and assess routine tests and invigilate exams/tests
- monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits, as required
- maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others
- demonstrate and assist in the safe and effective use of specialist equipment/materials
- provide specialist advice and guidance, as required
- implement agreed work programmes/practical lessons under the guidance of the teacher
- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- contribute to the overall ethos/work/aims of the school
- establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- attend and participate in regular meetings
- participate in training and other learning activities and performance development, as required
- recognize own strengths and areas of expertise and use these to advise and support others
- line management of support staff, as appropriate, within guidelines developed by the school
- implement planned supervision of pupils out of lesson times e.g. clubs/extra curricular activities

Responsibilities:-

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security,
- confidentiality and data protection, reporting all concerns to an appropriate person

- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and performance development, as required.

Person Specification – ICT and Technical L3 D168

Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment/resources • Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Relevant first aid knowledge 	E E E E E	A I A I A I A I A I
Qualifications and Training	<ul style="list-style-type: none"> • Current NVQ level 2 in English and Maths or equivalent <u>and</u> experience in relevant discipline/job role • Comply with Health and Safety Legislation • Specific training in specialist area 	E E D	A I A I A I
Experience	<ul style="list-style-type: none"> • Experience in specific area in a learning environment 	E	A I
Disposition	<ul style="list-style-type: none"> • Reliable • Friendly and helpful attitude towards others • The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body • To uphold the school's policy in respect of child protection matters • This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder • All staff members participate in the school's performance management /appraisal scheme. 	E E E E E	A I A I A I A I A I
Conditions of Service			
National Joint Council			



Signature of post holder _____ Date / /

Signature of headteacher _____ Date / /

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

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.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.