



JOB DESCRIPTION

Post Title:	Technician – Performing Arts [TECHNICIAN LEVEL 1]
Working Time:	17.50 hours per week, 39 weeks per year including 5 INSET days
Salary/Grade:	GRADE 2: (Points: 10 – 15)
Hours of work:	Monday to Friday: Hours of work to be negotiated with Line Manager to meet the needs of the school
Line Manager:	Curriculum Leader
CRB/DBS Disclosure Level:	Enhanced
Main Purpose:	
Under the direction/instruction of senior staff to provide general support to staff and students, including preparation and routine maintenance of resources/equipment and facilities in accordance with health & safety standards and class requirements.	
General Responsibility	
All school staff are expected to: <ul style="list-style-type: none"> • Work towards and support the school's Catholic mission statement, the vision and the objectives. • Support and contribute to the school's responsibility for safeguarding students. • Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors. • Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the performance review process. • Adhere to school policies and procedures as set out in the <i>staff handbook</i> or other documentation available to all staff. 	
Core Responsibilities & Tasks:	
Key duties:	
<ol style="list-style-type: none"> 1. Assist with the supervision of students and ensure good order and discipline are maintained. 2. Organise and prepare routine equipment, resources and materials as instructed by teachers to ensure that the correct resources are available for lessons. 3. Deliver equipment to classes and collect, check and return equipment and materials to the stores to ensure that they are safely, securely and appropriately stored. 4. Operate equipment and resources as required and in accordance with instructions. 5. Carry out maintenance checks and arrange for repairs as necessary to ensure that all classroom equipment, resources are safe and ready to use in lessons. 6. Undertake stock checks and maintain all necessary records to ensure the continued availability of the required resources. 7. Provide information for pupils and teachers on the correct way to handle equipment and materials to avoid accidents and/or damage. 8. Assist the teacher with learning activities to ensure the health and safety and good behaviour of students and to provide support in meeting learning objectives. 9. Clear and clean classrooms/work areas after lessons to ensure the maintenance of a clean and orderly work environment and the secure storage of resources. 10. Provide any necessary clerical and administrative support in the provision of equipment and 	

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resources.

11. Be aware of and comply with all relevant policies, procedures and legal requirements including those relating to child protection, First Aid, health and safety, security, confidentiality, data protection and discrimination etc.
12. Assist with student first aid and welfare duties, looking after sick students, liaising with parents/carers, and staff, etc

Knowledge, skills, Experience:

1. Knowledge of appropriate use of materials and equipment and ability to communicate this knowledge to staff and students.
2. First Aid qualified.

Professional Development:

1. To evaluate and review own practice within the school performance management system for support staff.
To keep up to date with, and participate in, current educational thinking and practice, both by study and by attendance at courses, INSET, workshops and meetings.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

This role is envisaged to be as above, subject to negotiation with the post holder.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Signed (post holder):	Signed (Headteacher):
Date:	Date:

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