

Job Description: Design and Technology Assistant

Post Title:	Design and Technology Assistant
Salary/Grade:	Hay Grade 3: Point 2-6 (£27,309 - £28,980 FTE) Actual pro-rotta: £7,829
Working time:	12 hours per week for 39 weeks a year*
Reporting to:	Head of Design and Technology
Closing Date:	6 th August 2024

*Working time is spread across 5 days a week per the Design and Technology timetable.

Purpose:

Providing practical and curriculum support services to the Design & Technology Department. The curriculum includes Graphic Design, Textiles and Cooking & Nutrition. Working as part of a team to support the smooth running of the department and contributing to the School Improvement Plan.

Specific responsibilities:

- In-class support for practical DT lessons.
- Adapt and modify classroom material to meet the unique needs of students, ensuring accessibility and comprehension.
- Help students to stay focused, engaged and on task during classroom activities.
- Utilise positive behaviour management techniques to establish a supportive and structured learning environment.
- Promote students' social skills development and encourage their active participation in group activities.
- Liaise with teaching staff and technicians to identify support needs generated by the curriculum.
- Preparation of material and equipment for DT lessons.
- Purchase of sundries from local supermarkets.
- Set up and, on occasion, carry out demonstrations.
- Maintain, retrieve and clean away apparatus/equipment after use.
- Ensure that the practical requirements of assessments are met, including preparing, setting up and testing material, apparatus and equipment.
- Maintain displays in the department as requested by the Head of DT.
- Implement risk assessments for practical activities.
- Technician support in the Design and Technology (DT) Department.
- Take stock of resources, consumables and breakable items.
- Keep appropriate records in line with the school's financial procedures.
- Organise and store equipment, apparatus, tools and material in accordance with the Learning Trusts regulations where appropriate.
- Ensure that satisfactory standards of safety and security are maintained in relation to the department's technical service in accordance to School/Trust policy.
- Undertake appropriate duties as requested by the Head of Design and Technology, including assistance with whole-school initiatives.

All members of the Charter School staff are expected to:

- Support the Principal and Trustees in delivering the educational vision of the Charter Schools Educational Trust.
- Work towards and support the school's vision and objectives outlined in the School Development Plan.
- Communicate Charter Schools Educational Trust values, aims, policies and plans to staff, students and parents.
- Actively foster the ethos and values of the school.
- Build an expectation of high achievement for all.
- Help to create the best environment to promote and secure the achievement of students and staff.
- Have a sense of corporate responsibility for the outcomes of pupils at Charter School Bermondsey.
- Comply with and support at all times the school's policies and procedures on safeguarding.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Uphold and enhance the school's reputation by ensuring positive, courteous relations with students, parents, colleagues and other stakeholders.
- Be willing to go above and beyond expected levels of commitment to ensure the success of the school.
- Be proactive in ensuring appropriate allocation of resources and evaluate against outcomes.
- Undertake other reasonable duties related to the role as required from time to time.
- Develop and encourage good relations between the school and the local and wider community.
- Work closely with other schools, locally, nationally and internationally.
- Represent the school at marketing and other external events.
- Engage actively in professional development for yourself and colleagues.
- Carry out any other duties commensurate with the role as directed by the Principal.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.

Person Specification: Design and Technology Department Assistant

Person Specification
Qualifications
<ul style="list-style-type: none"> ▪ 5 GCSEs Grades - 4+/C+ including English and Maths. ▪ A-level/Level 3 qualifications.
Knowledge, Skills and Experience
<ul style="list-style-type: none"> ▪ Enthusiasm for Design and Technology: A genuine interest in the subject and its various disciplines (resistant material, textiles, electronics, food technology etc.). ▪ Experience in working with children or young people. ▪ Previous experience working with individuals with SEND, preferably in an educational setting. ▪ Experience working in a school environment: Experience working with students in a similar role or volunteering capacity would be beneficial. ▪ Understanding of strategies needed to establish consistently high aspirations and standards of results and behaviour. ▪ Strong, fluent use of English language that is clear and easy to understand for pupils with communication difficulties. ▪ Excellent communication skills: Ability to communicate clearly and effectively with students of all ages and backgrounds, as well as staff members. ▪ Strong organisational skills: A high level of organisation to maintain a safe, clean and well-resourced workshop environment. This includes stock control, equipment maintenance and administrative duties. ▪ Teamwork: Ability to work effectively as part of a team, supporting the Design and Technology Teacher in delivering engaging and safe lessons. ▪ IT Literacy: Proficient in using common computer software (e.g. word processing, spreadsheets) for tasks like resource creation and stock control. ▪ Health and Safety Awareness: A strong commitment to health and safety, with a willingness to undertake relevant training (e.g. basic workshop safety). ▪ Patience and Adaptability: Ability to remain calm under pressure, adapt to changing situations and offer patient support to students with varying needs. ▪ Reliability: A reliable and punctual timekeeper with a good attendance record.
Professional Behaviours
<ul style="list-style-type: none"> ▪ Patience, empathy and the ability to adapt your approach to meet the unique needs of each student. ▪ Committed to improving outcomes and provision for all students. ▪ Good organisational skills and the ability to manage time effectively. ▪ Professional, approachable and inclusive. ▪ Positive, motivated and adaptable in the busy setting of a school environment. ▪ Calm and professional under pressure. ▪ Strong team player. ▪ High levels of honesty and integrity, with a commitment to Equality, Diversity and Inclusion. ▪ Understanding of the importance of confidentiality and discretion. ▪ Willingness to participate in Continuous Professional Development.
Other
<ul style="list-style-type: none"> ▪ The right to work in the UK.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers Pay and Conditions Document.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by the Headteacher. The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the postholder.

All staff must participate in the school's appraisal process.

The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.

The Charter Schools Educational Trust is committed to equality and diversity and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age and all other aspects of diversity.

We offer family friendly, flexible working arrangements and staff networks to provide a supportive environment in the workplace where members can receive peer to peer support.