

## *Reach South Academy Trust - Job Profile & Person Specification*

<b>Position</b>	<b>Classroom Technician</b>
<b>Location</b>	Millbay Academy Plymouth
<b>Grade</b>	Grade E
<b>Accountable to</b>	Headteacher
<b>Reporting to</b>	Department Raising Standards Lead

<b>Job Purpose</b>
To be responsible for the effective delivery of Faculty curriculum areas within the school.

<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• Support pupils and assist the RSL in developing the curriculum provision for the relevant Faculty</li> <li>• Support a variety of teaching activities including setting up equipment demonstration to ensure safe operation.</li> <li>• Prepare materials, equipment and teaching aids for classroom use, at the direction of the teacher or RSL.</li> <li>• Providing advice to pupils in the development of their task when using equipment.</li> <li>• Manage a specialist curriculum/resource function where appropriate.</li> <li>• Provide administrative support to classroom teachers and RSL.</li> <li>• Responsible for management of curriculum related stock levels within the department, including the monitoring of the associated budgets and regular audit of curriculum resources.</li> <li>• Check, test and maintain specialist equipment, checking for quality and safety and undertake minor repairs where appropriate or arranging for other repairs/modifications to be carried out by others.</li> <li>• Responsible for the secure storage and record keeping of all hazardous substances and chemicals and provide advice to staff and pupils on hazards and requirements in the use of equipment and materials, where required.</li> <li>• The job involves working within recognised procedures, which leave some room for initiative.</li> <li>• The work may involve responding independently to unexpected problems and situations.</li> <li>• The post holder generally has access to a supervisor or manager for advice and guidance on unusual or difficult problems.</li> <li>• Undertake other duties appropriate to the grading of the post.</li> </ul>

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<b>Additional Duties</b>
<ul style="list-style-type: none"> <li>• Post holder are required to carry or move equipment and materials and work in restricted positions when fixing and maintaining equipment e.g. crawling under desks to plug leads in.</li> <li>• There will be a requirement for the movement of equipment to and from areas, and when assisting with exhibitions, demonstrations and displays.</li> <li>• Some cleaning duties will require bending and stretching.</li> <li>• Post holder will be required to concentrate for periods of up to two hours when answering queries from staff and pupils and when assisting the students with practical work.</li> <li>• There may be exposure to smells, noise, dust and differing temperatures whilst working within some faculties</li> <li>• Post holder will, on occasions, come into contact with hazardous substances, chemicals and equipment.</li> <li>• Protective clothing is required in some situations</li> <li>• Post holder is required to support with the running of curriculum and extra-curricular activities which will also require driving school minibuses. Full training will be provided and regular driving licence checks carried out.</li> </ul>

<b>Staff Development</b>
To take part in the school's staff development programme by participating in arrangements for further training and professional development.
To undertake training in any areas that require it (e.g. minibus training, safe use of machinery, food hygiene certificate)
To continue personal development in the relevant areas including subject knowledge and teaching methods.
To engage actively in the Performance Management Review process.
To work as a member of a designated team and contribute positively to effective working relations within the school.

<b>Communications</b>
To communicate effectively with the parents of students as appropriate.
Where appropriate, to communicate and cooperate with persons or bodies outside the school.
To follow agreed policies for communications in the school.

<b>Corporate Accountabilities</b>
Sharing the school's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day-to-day work.
Performing your role, as part of a highly committed team and delivering your service in a way that helps the school achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
Contribute to the evaluation and development of services across the school as part of the school's ongoing self-assessment cycle.

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<b>Professional</b>
Ensure the maintenance of standards of practice according to the employer and any regulating bodies, and keep up-to-date on new recommendations/guidelines set by the relevant departments.
Ensure that confidentiality is protected at all times.
Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development.
Participate in individual performance review and respond to agreed objectives.
Keep all records up to date in relation to Continuous Professional Development and ensure personal development plans maintain up-to-date specialist knowledge of latest theoretical and service delivery models/developments.
Attend relevant conferences/workshops in line with identified professional objectives.
Support and encourage harmonious internal and external working relationships.
Raise the profile of the Academy by making positive contributions.

<b>General</b>
Contribute to the development of best practice within the service.
Ensure a comprehensive understanding of the relevant safeguarding legislation, guidance and best practice.
All employees have a responsibility and a legal obligation to ensure that information processed is kept accurate, confidential, secure and in line with the Data Protection Act (2018) and Security and Confidentiality Policies.
It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
This Job Profile does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.

<b>Values, Behaviours, Curriculum Principles</b>
Performing your role in alignment with the Trust's values, behaviours and curriculum principles:
<p><b>Values</b></p> <ul style="list-style-type: none"> <li>• Inclusivity</li> <li>• Promoting social mobility</li> <li>• Serving local communities</li> <li>• Believing in the potential of our young people</li> <li>• Preparing tomorrow's adults to contribute to social, economic, environmental and cultural sustainable development</li> </ul>
<p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• Encouraging professional freedoms within consistent boundaries</li> <li>• Championing young people rather than institutions</li> <li>• Collaborating rather than competing where it delivers positive impacts on learning</li> <li>• Acting with the highest levels of integrity and engendering trust</li> <li>• Continually developing the skills and capacities of our people and our organisation</li> </ul>
<p><b>Curriculum Principles</b></p> <ul style="list-style-type: none"> <li>• Delivering high standards of education for all pupils</li> <li>• Providing a broad, rich and experiential curriculum to develop rounded young people</li> <li>• Providing pathways that are relevant to the needs of our young people and the wider community</li> <li>• Basing our approach on verifiable research evidence where it exists</li> <li>• Teaching young people how to be effective learners</li> </ul>

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### Person Specification

The person specification allows an understanding of who we are looking for within this role and the skills knowledge or experience that we would expect.

	Essential	Desirable
<b>Qualifications &amp; Training</b>		
NVQ 4 or equivalent qualification or experience in relevant discipline(s).	X	
Full UK Manual Driving Licence	X	
<b>Knowledge</b>		
General awareness of the health and safety requirements of working with specialist equipment in relation to the department	X	
Knowledge and skills in the relevant subject area(s) and the ability to contribute to lessons and support student learning.	X	
Awareness of and compliance with policies and procedures relating to Child Protection, Health, Safety and Security, Confidentiality and Data Protection.	X	
<b>Experience</b>		
Background of working in a field relevant to the department	X	
Experience of working in a school or educational environment		X
Experience of driving a minibus or similar sized vehicle		X
<b>Skills</b>		
Ability to demonstrate, understand and apply the Trust's values, behaviours and curriculum principles.	X	
Numeracy & Literacy skills to fulfil the duties of the role.	X	
Able to solve varied problems relating to the management of equipment and the smooth running of the Health & Wellbeing support systems within the school.	X	
Ability to advise, guide and train staff on the use of specialist equipment and health and safety issues. Interpersonal and communication skills required to liaise with other staff, students and external suppliers and contractors.	X	
Confident in using or learning to use, and assembling where necessary, specialist equipment. Post holder may be required to use hand and power tools for maintenance and repair duties.	X	
<b>Personal Qualities / Attributes</b>		
Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.	X	
Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.	X	
Undertake all duties with due regard to the Trust equalities policy and relevant legislation.	X	