

Cover Supervisor

Art & Technology Assistant

Wootton Park School

Wootton Hall Park, Northampton. NN4 0HZ



WOOTTON PARK

'Ipsum quod faciendum est diutius'

GRADE:
NJC Scale F6-7

EMPLOYED BY:
Wootton Park Academy Trust

LINE MANAGER:
Leader of Design Technology

BROAD DESCRIPTION OF ROLE

- ✓ Under the direction of the curriculum leader, to work as part of a team in helping the school reach its aims and objectives by providing timely and effective assistance to all staff in the Art, Design & Food Technology Departments. Ensuring that curriculum needs are met.

CLASSROOM SUPPORT

- ✓ To provide effective preparation of materials for lessons, through regular liaison with teaching staff. Prepare materials, equipment and resources for lessons.
- ✓ To work alongside the reprographics department to photocopy and scan resources. Prepare all materials/resources for practical lessons within the department.
- ✓ To ensure equipment is kept in a clean and safe condition.
- ✓ To clear, clean and tidy workplaces and preparation areas after lessons and at the end of day; with extra focus in the Food technology space.
- ✓ To ensure safe storage of equipment and resources.
- ✓ Checking and compiling stock lists for resources and equipment.
- ✓ Routine maintenance of equipment and arranging repairs when necessary.
- ✓ To oversee the ordering of resources and equipment. Keep up to date budgets within Art, Photography, Food and D&T providing regular updates for Line Manager.
- ✓ To support the work of the departments primarily by ensuring that the resource and materials requirements of the department are effectively met.
- ✓ To support learners and teaching staff when doing practical tasks.
- ✓ Confident in using and maintaining a range of workshop tools and machinery correctly and safely.
- ✓ Experience in using CAD/CAM such as, laser cutter, 3D printer would be advantageous (using Adobe Illustrator, Sketchup, Fusion 360.)
- ✓ To be able to work confidently within the D&T workshops with the various tools, equipment and machines. To be able to cut wood ready for use in class.

SCHOOL SUPPORT

- ✓ To undertake induction training and participate in staff review/appraisal/performance process and make use of professional development opportunities.
- ✓ To carry out the duties of the post in ways, which contribute to a supportive working environment within the school, for example; to comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, learners and members of the general public.
- ✓ To adhere to and maintain school policies, routines and codes of conduct and support the ethos of the school.
- ✓ To seek further CPD opportunities to continue to develop own personal knowledge and understanding.
- ✓ To be responsible and accountable for carrying out the post with regard to the school's Equal Opportunity Policy and Health and Safety at Work Act.
- ✓ To attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond your total working week.
- ✓ To understand the school's policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies.
- ✓ To carry out the duties of the To be involved in some aspect of extra-curricular activity.

SAFEGUARDING

- ✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the school that support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training
- ✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

TRUST VALUES

- ✓ To uphold Trust values of Kindness, Respect, Positivity, Teamwork and Responsibility.

HEALTH AND SAFETY

- ✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's and Wootton Park School's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO/Trust (in consultation with the post holder) to reflect the changing work composition of the business.