



## Post Title: Art and DT Technician\_Food Specific

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Together with our community, we achieve extraordinary things..

**Hours: 35 hours per week, term time only**

**Salary: Band 5 SP 4 to 6**

**Line Manager: Head of Art & DT Faculty**

### Outline Job Description

#### Generic Introduction:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Appleton Academy and Exceed Academies Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. Appleton Academy is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### Prime Objectives of the Post:

- To provide full technician support in the Art and DT Faculty area (in particular food and textiles), particularly in the preparation and maintenance of resources and support to staff and students
- Assisting as a member of the classroom team in the supervision of pupils during practical learning opportunities, students on work experience, trainees and voluntary helpers with whom the post holder is working
- To work under the instruction/guidance of teaching/senior staff

#### Knowledge and Skills:

*(See Personnel Specification)*

#### Effort and Demands:

- To make decisions, using initiative where appropriate, within established working practices and procedures. The post holder will be expected to use good common sense and initiative in all

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matters relating to the liaison with other stakeholders, schools, parents, carers and pupils, as well as other members of staff.

- To deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary, eg dealing with a sick, injured or distressed child.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.

### **Responsibilities:**

- Carrying out risk assessments for technician activities
- Carrying out safety checks on equipment used in food and textiles lessons
- Advising staff of any changes to technical guidance including safety aspects
- Providing technical support to experienced and trainee teachers including health and safety guidance
- Keeping up to date with developments and health and safety requirements in practical food and textiles lessons
- Carrying out health and safety checks on teaching rooms, prep rooms and stores
- Maintain records as requested
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Undertake structured and agreed learning activities/teaching programmes

### **Preparation and Maintenance**

- Taking care of kitchen equipment and apparatus
- Carrying out and arranging for maintenance and repair of resources
- Constructing and modifying apparatus
- Stock taking and organising the storing of food resources , fabric and equipment
- Disposing of waste materials
- Collecting apparatus and supplies from storage; returning apparatus, etc. and supplies to storage as soon as practicable
- Preparing necessary resources
- Preparing practical activities, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff
- Liaising with staff over use of equipment and stock

### **Environmental demands/Working Conditions:**

- To be flexible with regard to the timing of break and dinner times in order to assist with the supervision of pupils and the efficient running of the school.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals, eg teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.

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- Report all concerns to an appropriate person.

### Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

### Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

### **Special Conditions of Service:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

### **Other considerations**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's Designated Safeguarding Lead or appropriate senior leader eg Head of School.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times, eg access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

### **Safeguarding and Compliance**

- Promote the safety and wellbeing of pupils and staff within the school
- Uphold the Academy's Policies in respect of Safeguarding and Child Protection
- Through example and line management, ensure good order and discipline is maintained among pupils and staff, and that high expectations regarding safeguarding, behaviour and attendance are communicated and adhered to

### **Management of Resources**

- Comply with the financial, health & safety, HR and other processes and procedures of the Trust
- Ensure that all the activities of the schools are conducted in accordance with all legal or statutory requirements and regulations, and that policies and procedures developed locally are consistent with best practice and recognised codes of practice
- Work with the Heads of School to recruit, lead and develop a committed, effective and diverse workforce across the allocated schools that understands its role in enabling and promoting high quality learning
- Develop leadership capacity across the schools through coaching and other appropriate methods, supporting the development of effective middle leadership roles within each school
- Ensure that all resources are organised and managed to provide the best possible outcomes for pupils

### **CPD**

Maximise opportunities for personal development by:

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- participating in INSET opportunities, both as a participant and leader of in house INSET sessions as required
- participating in annual Performance Management procedures, identifying and requesting INSET opportunities as necessary
- participating in collaborative work and the sharing of best practice

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

### **Person Specification**

	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ 2 or equivalent within CDT/Food/Textiles Technology</li> <li>• GCSE Maths and English at Grade C or above or equivalent</li> <li>• Willingness to participate in development and training opportunities</li> <li>• Evidence of previous personal development</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifications relating to post eg health, children, practical skills, first aid.</li> <li>• Health and Safety training as appropriate</li> <li>• Member of relevant professional bodies</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of previous work within Food and Textiles Technology environment</li> <li>• Experience of working as part of a team</li> <li>• Specific technical / resource experience eg Art, Food, Textiles</li> <li>• Experience of related administrative systems and ICT packages</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with pupils of relevant age, assisting in their development</li> <li>• Clerical / administrative / financial experience</li> <li>•</li> </ul>

<b>Professional Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs.</li> <li>• Knowledge of Health and Safety requirements</li> <li>• Knowledge of particular subject / technical area.</li> <li>• Ability to remain calm under pressure.</li> <li>• Ability to understand classroom roles and responsibilities and your own position within these</li> <li>• Flexibility and willingness to accept change.</li> <li>• Willingness to share knowledge, expertise and experience.</li> <li>• Ability to prioritise conflicting demands and pressures.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Ability to work proactively and independently.</li> <li>• Approachable, courteous and able to present a positive image of the school to callers and visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school procedures</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> </ul>
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	<ul style="list-style-type: none"> <li>• Maintain confidentiality in matters relating to the school, its pupils, parents and carers.</li> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level</li> </ul>	
<p><b>Commitment</b></p>	<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> <li>a. Safeguarding, child protection and health and safety</li> <li>b. Equality Act 2010</li> <li>c. promoting the school's vision and ethos</li> <li>d. promoting high ethical standards</li> <li>e. relating positively to and showing respect for all members of the school and wider community</li> <li>f. on-going relevant professional self-development</li> <li>g. collaborative working</li> </ul>	

June 2019