***Curriculum Technician: Design Technology***

**JOB DESCRIPTION**

**Role Purpose:**

The purpose of this role is to

**Key accountabilities:**

Reporting to the head of DT, this post holder will be accountable for supporting teaching and learning, assessment and extra curricular provision across the Design Technology department. The post holder will hold administrative duties and will supervise students in appropriate clubs and assist with other activities such as faculty trips.

**Key responsibilities:**

* To prepare materials and equipment for use in faculty.
* To assemble and disassemble displays in the faculty areas
* To organise and maintain resources and order stock and resources where required
* To assist with the annual stock-take.
* To assist with the maintenance of a safe working environment
* To check and report any faults
* To take part in performance development
* Demonstrate passion and enthusiasm for the faculty and ensure that The Academy vision and core values are demonstrated at all times
* Actively promote and demonstrate creativity, innovation and the use of new technologies to achieve excellence in all aspects of the faculty
* Letters/Emails to parents, other schools and outside agencies
* Booking transportation e.g. school minibuses and coaches
* Send items for the website to website administrator
* Help with organisation of special events e.g. Celebration of Achievement/Reflections/sports

day/open evening

* Participate in faculty meetings (take minutes etc)

**Please note:** This job description provides an overview and may not cover all aspects of the job. The role may involve other responsibilities as reasonably expected from the Headteacher at short notice.

Culture

* Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT’s policies and procedures, reporting all concerns to an appropriate person.
* Responsible for working in accordance with E-ACT’s policy relating to the promotion of Equality, Diversity and Inclusivity

**PERSON SPECIFICATION**

Whether you’re a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

* We want everyone to ***think big*** for yourselves and for the world around you;
* We want everyone to ***do the right thing*** in everything you do, even when this means doing something that’s hard, not popular or takes a lot of time;
* We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

**OUR VALUES**

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| **Thinking Big** | * Show energy, enthusiasm and passion for what you do
* Demand the highest quality in all that you do, and in the work of your team
* Willing to champion new ideas and think beyond the status quo
* Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better
* Be open to new ideas and change where it will have a positive impact on the organisation
* Show a willingness to embrace different ideas and ways of thinking to improve E-ACT
* Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work
* Commitment to self-development, and developing your wider Team
* Ability to self-reflect on yourself, your performance, and to think about how this could be improved further
* Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence
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| **Doing the Right Thing** | * Have integrity and honesty in all that you do
* Make decisions that are based on doing the right thing, even when this means that they’re unpopular or will lead to more work
* Take responsibility and ownership for your area of work
* Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils
* Be transparent and open
* Be resilient and trustworthy
* Stand firm and stay true to our mission
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| **Showing Team Spirit** | * Understand how you can have a greater impact as a team than you can as an individual
* Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission
* Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level
* Recognise and celebrate the success and achievements, no matter how small, of your colleagues
* Be generous with sharing your knowledge to help to develop others
* Understand and be willing to receive suggestions and input on your area of work from others
* Support your colleagues, even when this means staying a little later, or re-prioritising some of your work
* Be aware of other peoples’ needs and show an ability to offer genuine support
* Show an awareness and respect for peoples’ differences, and recognise how different characteristics and personal strengths build dynamic and great teams
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**KNOWLEDGE, EXPERIENCE & SKILLS**

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| **Requirement** | **Assessed at** |
| **E –** Essential | **A –** Application Stage |
| **D –** Desirable | **I –** Interview Stage |
|  | **P –** During the probationary period |

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|  |  | **E** | **D** | **A** | **I** | **P** |
| **Organisational Fit** | Thinking Big | X |  | X | X | X |
| Doing the Right Thing | X |  | X | X | X |
| Showing Team Spirit | X |  | X | X | X |
| **Knowledge** | 5 GCSEs including Maths and English (grade 4-9) or equivalent | X |  | X | X |  |
| Knowledge of KS2 curriculum desirable |  | X | X | X |  |
| **Experience** | Experience of working within a school or similar environment | X |  | X | X | X |
| Experience of supervising groups of students |  | X | X | X | X |
| Experience in assisting and supporting faculties |  |  |  |  |  |
| **Skills** | Ability to demonstrate, role model and inspire a passion for learning | X |  | X | X | X |
| Ability to manage pupil behaviour and create a safe environment | X |  | X | X | X |
| Ability to build and maintain effective working relationships with colleagues and pupils  | X |  | X | X | X |
| Effective use of ICT and other specialist equipment/resources  | X |  | X | X | X |
| Ability to deal with a wide range of stakeholders using multiple forms of communication  | X |  | X | X | X |
| Ability to organise and prioritise own workload and meet deadlines especially during periods of pressure  | X |  | X | X | X |