



# Curriculum Technician

## JOB DESCRIPTION

### Role Purpose:

The purpose of this role is to work with teaching and other school support staff to undertake a range of tasks and duties, facilitating and actively contributing to high quality teaching and learning for students with respect to PE, as well as to provide a safe working environment for students and other colleagues. The post holder will also supervise students in appropriate clubs and other activities including faculty trips.

### Key Accountabilities:

Reporting to the Head of Faculty, this post holder will be accountable for

- Ensuring work is completed to deadlines and to required quality standards
- 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 in a variety of subject areas within faculty
- 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 Oldham Academy North vision and core values are demonstrated at all times
- Letters/Emails to parents, other schools and outside agencies
- Booking transportation e.g. school minibuses and coaches
- Send items for the 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)
- To assist in the preparation of materials, equipment and tools required for demonstration and practical work/lessons.
- Work with the teaching staff to prepare for lessons, including contributing ideas to relate activities to the National Curriculum, e.g. development of apparatus or equipment
- Provide guidance and support for the practical needs of the curriculum, including networking with other technicians within and outside the school and appropriate professional bodies.
- Ensure the availability of suitable materials and equipment and order goods and services in line with school financial procedures and principles of best value.
- Receive and check deliveries and associated invoices. Notify the appropriate person of any discrepancies.

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- Recommend the purchase of specific items of equipment, researching costs, seeking value for money and raising orders in consultation with the Head of Department.
- Undertake related administrative tasks such as photocopying or assisting with display work.
- To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the school
- To implement and uphold the policies, procedures and codes of practice of the School, including anti-bullying and safeguarding/child protection.
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
- To undertake any other additional duties commensurate with the grade of the post.

#### 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

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## 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

Thinking Big	<ul style="list-style-type: none"><li>• Show energy, enthusiasm and passion for what you do</li><li>• Demand the highest quality in all that you do, and in the work of your team</li><li>• Willing to champion new ideas and think beyond the status quo</li><li>• 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</li><li>• Be open to new ideas and change where it will have a positive impact on the organisation</li><li>• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT</li><li>• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work</li><li>• Commitment to self-development</li><li>• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further</li></ul>
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	<ul style="list-style-type: none"> <li>• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence</li> </ul>
<b>Doing the Right Thing</b>	<ul style="list-style-type: none"> <li>• Have integrity and honesty in all that you do</li> <li>• Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work</li> <li>• Take responsibility and ownership for your area of work</li> <li>• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils</li> <li>• Be transparent and open</li> <li>• Be resilient and trustworthy</li> <li>• Stand firm and stay true to our mission</li> </ul>
<b>Showing Team Spirit</b>	<ul style="list-style-type: none"> <li>• Understand how you can have a greater impact as a team than you can as an individual</li> <li>• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission</li> <li>• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level</li> <li>• Recognise and celebrate the success and achievements, no matter how small, of your colleagues</li> <li>• Be generous with sharing your knowledge to help to develop others</li> <li>• Understand and be willing to receive suggestions and input on your area of work from others</li> <li>• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work</li> <li>• Be aware of other peoples' needs and show an ability to offer genuine support</li> <li>• Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams</li> </ul>

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## KNOWLEDGE, EXPERIENCE & SKILLS

**Requirement**

**E – Essential**

**Assessed at**

**A – Application Stage**

**D – Desirable**

**I – Interview Stage**

**P – During the probationary period**

		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b>Organisational Fit</b>	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
<b>Knowledge</b>	5 GCSEs including Maths and English (grade 4-9) or equivalent	X		X	X	
	Experience of working within a school or similar environment	X		X	X	X
	Experience of working with the relevant age range	X		X	X	X
	Experience of managing stock control and record keeping	X		X	X	X
	Experience of budget management		X	X	X	X
<b>Skills</b>	Ability to demonstrate, role model and inspire a passion for PE	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

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