

JOB DESCRIPTION: D&T non-teaching Assistant, within ADT Faculty

The following job description is for the guidance of candidates as to the requirements of the post.

PURPOSE:	To support the D&T Department and ADT Faculty under the direction of the Head of D&T
RESPONSIBLE TO:	Head of D&T
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	NJC 4-6, pro rata
WORKING TIME:	34 hours per week term time only. Approx. 40 weeks per year.

Main (core) duties:

To support teaching and learning across the faculty (& the school – final point) by-

- Establishing the organisation and inventory of materials, equipment and consumables across the faculty
- Managing the departmental budget under the guidance of the Head of D&T
- Receiving equipment and materials ensuring they are checked and put away on receipt
- To prepare materials accurately for lessons and assist students with cutting requirements
- Advise and assist students during lessons where appropriate.
- Assist teaching staff by setting up materials in specialist rooms when required and clearing away leaving workshops tidy at the end of the day.
- Ensure sufficient materials are ready for projects; including ordering in good time and cutting to size
- Daily maintenance of equipment ensuring they are safe to use and replacing any parts when necessary
- Check Health & Safety issues.
- Ensuring equipment is ready for PAT testing
- Regular organisation and upkeep of resources
- Preparation and printing of student resources/exam papers using ICT
- Photocopying and distribution of general information
- Responsibility for the mounting, hanging and display of work within the D&T Department and Exhibitions around the school
- Supporting the department with intervention and extra-curricular activities

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

As with all roles at JCoSS, it is essential that school protocols are followed to protect data subject's personal information.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – D&T non-teaching Assistant, within ADT Faculty

Essential unless noted as desirable

Qualifications

- No special requirements; it would be desirable to have academic qualifications indicating literacy, numeracy and a good all round education

Aptitude/Skills

- Good written and verbal communication skills
- Ability to show initiative and to work with minimal supervision within an agreed framework
- A liking for young people and an ability to adapt to a school environment and execute work in a professional and proactive manner, with due regard to both students and staff
- Able to advise and assist students
- A willingness to undertake appropriate training
- Ability to work as part of a team
- Ability to prepare teaching materials and resources using ICT
- Organised and able to prioritise
- Good communicator
- Good sense of humour

Experience

- A working knowledge of schools
- Experience of working with a range of equipment and machinery
- Good ICT/word processing skills
- Knowledge of H & S and COSHH requirements (desirable)