****

|  |  |
| --- | --- |
| **POST** **TITLE:**  | Technician |
| **GRADE:**  | Grade 5- point 6-11, (£19,698 - £21,748 pro rata) Term-time only |
| **LOCATION:** | Unity College  |
| **RESPONSIBLE TO:** | Head of Technology |
|  **JOB PURPOSE: The main objectives to be achieved by the Postholder**  |
|  To work with teachers as part of a professional team to support learning by providing technical support in the preparation and maintenance of teaching areas and equipment for students and to provide resources for teaching staff. The technician may also work with students in the delivery / demonstration of practical learning activities where appropriate. |
| **MAIN ACTIVITIES What the Postholder will actually do**   **What prescribed duties the postholder will have**  |
| Key duties:1. Plan, prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teacher
2. Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher
3. Develop, prepare and maintain specialist resources as required
4. Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse
5. Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order
6. Update records, including production of reports and analysis of information
7. Contribute to planning and development of systems, policies and procedures for their technical area.

Individuals in this role may also:1. Ensure the adherence to health and safety regulations by technical support staff within the school
2. Demonstrate the use of equipment to technical and other staff
3. Provide clerical and administrative support to the classroom teacher as directed
4. Order and maintain resources within an agreed budget
* Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.
 |
| **Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.** |

# Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

# Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

# Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.