

Job Description

Job Title: Design and Technology Assistant/Teaching Assistant

Reporting to: Head of Department

Grade: 7

Overall purpose of the post:

- Supporting teaching and learning in the Technology Department on a day to day basis as directed by the Head of Department.
- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Responsibilities and accountabilities

1. To liaise regularly with the Head of Department/Head of Faculty.
2. Photocopying and supporting teachers in the production of departmental materials.
3. Maintaining classroom displays
4. Ensuring Health and Safety compliance within the technology department in line with CLEAPPS guidance and the code of practice BS4163 (H&S in Design and Technology in educational establishments).
5. General preparation of materials within the Technology Department and assisting with the demonstration of lessons
6. Basic maintenance and setting up of workshop tools and machinery
7. Supporting staff in the use of ICT, including CAD/CAM
8. Organise, maintain and monitor all Technology tools, machines and equipment.
9. Maintaining an inventory and management of materials and stock. Restocking of consumables and ingredients maintaining stock rotation and control.
10. Use of heat treatment facilities – brazing, welding and casting
11. Reporting of faulty machinery and liaising with contractors where appropriate
12. Assisting with the Technology Department orders.
13. Portable Appliance Testing of all electrical equipment in designated areas.
14. To hold relevant First Aid qualification and attend first aid incidents as necessary.
15. To comply with the school's Child Safeguarding Procedures, including regular liaison with the school's Designated Child Safeguarding Person over any safeguarding issues or concerns;
16. To comply with the school policies and procedures at all times.
17. Assessing the needs of students and use detailed knowledge and specialist skills to support students' learning
18. Liaising sensitively and effectively with parents and carers with regards to their role in students' learning and respecting confidentiality
19. Being familiar with age related expectations of students, the main teaching methods and assessment framework in the relevant subjects
20. Establishing productive working relationships with students, acting as a role model and setting high expectations

21. Contribute to, adapt, modify and implement Individual Education/Behaviour /Personal Care Plans
22. Promoting the inclusion and acceptance of all students within an educational environment
23. Providing feedback to students in relation to progress, achievement and problems
24. Undertaking activities with individuals, groups or whole classes to ensure their safety and facilitate their physical, emotional, social and educational development.
25. To liaise and share good practice with external agencies to support a multi-agency approach to supporting students
26. Attending to students' personal needs and provide advice to assist in their social, health and hygiene development
27. Taking a lead role in the provision of support for students with special needs
28. Organising and managing appropriate learning environment and resources in conjunction with the teacher where appropriate
29. Within an agreed system of supervision, planning challenging teaching and learning objectives and evaluating and adjusting lessons/work plans as appropriate, selecting and preparing a range of teaching resources that meet the diversity of students' needs and interests
30. Contributing to the planning, preparing and delivering of lessons for individual students and small groups
31. Monitoring and evaluating students' responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
32. Providing objective and accurate feedback and reports as required, to the teacher, or other responsible staff member and outside agencies as appropriate, on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
33. Recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
34. Working within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
35. Supporting the role of parents/carers in students' learning and contribute to/lead meetings with parents/carers to provide constructive feedback on student progress/achievement etc.
36. Administering and assessing routine tests and invigilate exams/tests
37. Establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
38. Facilitating smooth transition between educational phases
39. Planning and developing differentiated learning activities and resources
40. Delivering learning activities to students within agreed system of supervision, adjusting activities according to student responses/need
41. Using ICT effectively to support learning activities and develop students' competence and independence in its use
42. Selecting and preparing resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds
43. Advising on appropriate deployment and use of specialist aid/resources/equipment
44. Delivering out of school learning activities within guidelines established by the school
45. Contributing to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable

- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.