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**Job Description**

**Vocational Studies Technician**

**(Art, DT, Catering, Science, Media, Computing)**

**Review and Amendments:** This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Head teacher and Assistant head teachers

**Purpose of role:**

Under the direction/instruction of Secondary/ Vocational Leader: Provide general support to staff and students, to ensure the smooth operation of the faculty area, including the organising, preparation, cleaning and maintenance of materials and resources for the department and giving practical support in the classroom to teachers.

To contribute to the smooth running of practical activities in vocational subjects and health and safety in those areas.

**Key accountabilities (and specific duties / responsibilities):**

● Assisting with the display of pupils work.

● Organisation and preparation of classroom and ICT resources in accordance with lesson plans and assist pupils in their use

● Ensure the maintenance, statutory checks, safety checks, cleaning and repair of workshop equipment, tools, including ICT. Maintain risk assessments, Maintain COSHH regulations.

● Retrieve, clear and clean materials and equipment used by teaching staff and pupils from work areas including in the Kitchen and Workshop and Science areas.

● Ensure that workshops and other classrooms are maintained in a well organised, clean and tidy condition, ensuring the safe storage and accessibility of equipment, tools and materials

● Ensure safe storage and / or disposal of equipment, materials and liquids, inflammables and waste materials in accordance with school procedures and legal requirements / regulations

● To assist with the preparation of materials and equipment for lessons including DT, Construction, Art and Catering.

● To assist with the ordering, checking and recording of stock

● To keep a service record of all working machines

● To assist the teaching staff and assembling teaching materials

● To undertake statutory training in the safe use of heavy woodwork machinery

● To use heavy woodworking machinery to accurately prepare materials

● Under the guidance of the teacher, support individual or groups of pupils during practical aspects of the curriculum

● To set up machinery and specialised equipment

● Provide clerical / administrative support

● Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person

 ● Contribute to the overall ethos / work / aims of the School

● Attend relevant meetings as required and participate it training and other learning activities and performance development as required

● Accompany teaching staff and pupils on trips and visits and out of school activities as required

**Personal attributes required:** All are essential and assessed during Interview and Application

● Level 2 qualifications including literacy and numeracy

● Evidence of further professional development

● Safety training

● Strong previous work experience gained in a workshop environment.

● Back ground in relevant industry environment advantageous

● Direct experience with general workshop machinery

● Knowledge of safeguarding procedures

● Worked in education or industry.

● Experience of using ICT

● Experience of Budget/Stock management

● Experience in a workshop practical environment

● Experience of working with a wide range of young people

● Experience or working in an educational environment with children / young people of a relevant age Desirable

**Personal Qualities**

● Strong moral compass with regard to supporting our most vulnerable students.

● Takes a caring and understanding approach and is an excellent communicator with students and families.

 ● Strong written and verbal communication.

● Ambitious for self and others.

● Cares about what they do – committed to increasing the life chances of young people.

● Able to inspire and motivate young people.

● Shows humility and is hard working.

● A positive and optimistic member of the Academy.

● Has high expectations of self and students.

● Reliable, punctual and responsible.

● Puts a high value on treating others with respect and courtesy.