



North East  
Learning Trust

WE'RE LOOKING FOR

A **TECHNICAL &**

**CURRICULUM ASSISTANT**

**FOR TECHNOLOGY**

TO JOIN OUR TEAM



**EASINGTON**  
academy

**Easington Academy**  
Stockton Road,  
Easington, SR8 3AY

0191 527 0757  
enquiries@easingtonacademy.co.uk  
[www.easingtonacademy.co.uk](http://www.easingtonacademy.co.uk)

# Technical and Curriculum Assistant for Technology

**Required as soon as possible**

**Salary (scale point 18 – 22) £16,257- £18,156 pro rata**

**Term time only - 1 day per week**

The North East Learning Trust is seeking to appoint a Technical and Curriculum Assistant for Technology at Easington Academy. We are looking for a suitably qualified and experienced member of staff to support technology staff one day per week in all aspects of their work, for example, supporting students in class, preparation of teaching and practical materials and displays, updating records, and monitoring and ordering of stock.

## **The successful candidate will:**

- Have proven experience in a Technology/practical environment
- Have highly developed communication, organisational and interpersonal skills
- Have energy, enthusiasm and initiative.

## **We can offer:**

- A vibrant learning community with highly motivated children
- A positive and caring ethos
- An excellent working environment
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

## **Deadline:**

**Thursday 28 February 2019**

Shortlisting will take place week commencing Monday 4 March 2019, with interviews in the same week.

All visits to the school are warmly welcomed. Please contact the school office on **0191 527 0757**.

## **How to apply:**

Application forms should be returned to **leah.robson@nelt.co.uk** or by post to Leah Robson, Easington Academy, Stockton Road, Easington, SR8 3AY.



## Job description

### Responsible to

Head of Technology

### Job purpose

To provide technical and curriculum support to teaching staff and students in the Technology department.

### Resources

- **Finance** - ordering resources and equipment
- **Physical** - shared responsibility for school equipment and materials, security of student information
- **Clients** - students, staff, external bodies, parents/carers, school visitors, volunteers

### The key duties and responsibilities of this post will generally include:

- Support staff in Technology lessons and in all aspects of their work.
- To ensure the maintenance of safe working environments within the Technology classrooms.
- To prepare practical materials and support the department in maintaining displays.
- To set up necessary equipment in teaching rooms and prepare resources as required.
- To assist in the monitoring of stock and ordering of materials in consultation with the Head of Technology.
- To support the Head of Technology with the day-to-day administration in order to facilitate the smooth running of the department.
- To work with groups and individual students as required to facilitate the learning of students at Key Stage 3 and Key Stage 4.
- To support the planning and delivery of extra-curricular activities in the department.
- Participate in department and whole school CPD as required.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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



## Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>Minimum of 4 GCSE grades A* - C or equivalent including English and Mathematics</li></ul>	<ul style="list-style-type: none"><li>Evidence of course and/or qualifications related to working in a practical/ technology environment</li></ul>
Experience	<ul style="list-style-type: none"><li>Experience of working in a Technology/ practical environment</li><li>Working in a learning environment</li></ul>	<ul style="list-style-type: none"><li>Experience of working in a school</li></ul>
Skills and knowledge	<ul style="list-style-type: none"><li>Sound communication skills with staff and students</li><li>Excellent organisational skills</li><li>Ability to work alone and as part of a team</li><li>Ability to use relevant ICT applications e.g. MS Word, Access, Excel</li><li>Ability to use own initiative</li><li>Ability to work effectively and efficiently within set deadlines</li><li>Ability to maintain high levels of confidentiality</li></ul>	<ul style="list-style-type: none"><li>Willingness to pursue further qualifications to support the role</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>Flexible approach to work</li><li>Reliable and conscientious</li><li>Ability to make a positive contribution to the community of school</li></ul>	

## **References:**

Any relevant issues arising from references will be taken up at interview.

## **DBS and pre-occupational health:**

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

## **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.