



**North East  
Learning Trust**

**Technical and Curriculum Assistant for  
Technology & Art  
Easington Academy**  
Applicant information pack

# Technical and Curriculum Assistant for Technology & Art

**Required January 2022**

**Temporary to cover Maternity Leave**

**Full time, Term Time Only**

**Salary Grade 3 SCP 7 – 11**

**£20,092-£21,748 (FTE) £17,273-£18,697 (Actual)**

Easington Academy is a part of the North East Learning Trust and is seeking to appoint a Technical and Curriculum Assistant for Technology & Art to join our dedicated team.

At Easington Academy, students consistently achieve good GCSE results year-on-year and we are on a steady path of positive progress. In 2019 we were rated as 'Good' by Ofsted and we are now on a journey of excellence. Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence, an active and well-rounded citizen with deep integrity and one who respects others and contributes positively to society.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

## **We are committed to:**

- a vibrant learning community with enthusiastic and engaging students
- a positive and caring ethos
- an excellent learning environment and resources
- a team of hardworking, dedicated and friendly staff where everyone is valued
- a supportive and effective governing body.

## **We can offer:**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

## **The successful candidate will:**

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

**Deadline: 12 noon on Friday 10<sup>th</sup> December 2021**

Interviews taking place week commencing Monday 13<sup>th</sup> December 2021

## **How to apply:**

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [Tracey.hann@easingtonacademy.co.uk](mailto:Tracey.hann@easingtonacademy.co.uk) or by post to Tracey Hann, Easington Academy, Stockton Road, Easington, SR8 3AY. Please do not submit a CV unless it is to complement your application form.



# Job description

<b>Post title:</b>	Technical and Curriculum Assistant for Technology and Art
<b>Responsible to:</b>	Head of Technology
<b>Responsible for:</b>	Supporting teaching staff and students
<b>Salary Band:</b>	Grade 3 SCP7-SCP11

## Job Purpose:

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

## Duties and Responsibilities:

- To support staff in Technology and Art lessons and in all aspects of their work.
- To ensure the maintenance of safe working environments within the Technology and Art 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 and the Head of Art.
- To support the Head of Technology and the Head of Art 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 in Key Stage 3 and Key Stage 4.
- To support the planning and delivery of extra-curricular activities in the department.
- Participate in the department and whole school CPD as required.

## General

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

# Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>Minimum of 4 GCSE grades 9-4 (A*-C) or equivalent including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of course and/or qualifications related to working in a practical/technology/art 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>
Aptitude and skills	<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 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:**

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### **DBS:**

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.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

### **Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

### **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.

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