



North East
Learning Trust

WE'RE LOOKING FOR
A **TECHNICAL AND**
CURRICULUM ASSISTANT
OF TECHNOLOGY & ART
TO JOIN OUR TEAM



EASINGTON
academy

Easington Academy
Stockton Road,
Easington, SR8 3AY

0191 527 0757
enquiries@easingtonacademy.co.uk
www.easingtonacademy.co.uk

Technical and Curriculum Assistant for Technology & Art

Required as soon as possible

Salary (scale point 18 – 22) Actual Salary £16439 - £18150

Term time only

The North East Learning Trust is seeking to appoint Technical and Curriculum Assistant for Technology and Art at Easington Academy.

We are looking for a suitably qualified and experienced member of staff to support Technology and Art staff 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/Art practical environment
- Have highly developed communication, organisational and interpersonal skills
- Have energy, enthusiasm and initiative. Have proven experience in a Technology/ practical environment
- Have highly developed communication, organisational and interpersonal skills
- Have energy, enthusiasm and initiative.

Deadline:

July 3 2019

Interviews will take place week commencing 8 July.

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 and Art departments.

The key duties of this post will generally include:

- 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 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 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 Executive 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">Minimum of 4 GCSE grades A* - C or equivalent including English and Mathematics	<ul style="list-style-type: none">Evidence of course and/or qualifications related to working in a practical/ technology/ art environment
Experience	<ul style="list-style-type: none">Experience of working in a Technology/ practical environmentWorking in a learning environment	<ul style="list-style-type: none">Experience of working in a school
Skills and knowledge	<ul style="list-style-type: none">Sound communication skills with staff and studentsExcellent organisational skillsAbility to work alone and as part of a teamAbility to use relevant ICT applications e.g. MS Word, Access, ExcelAbility to use own initiativeAbility to work effectively and efficiently within set deadlinesAbility to maintain high levels of confidentiality	<ul style="list-style-type: none">Willingness to pursue further qualifications to support the role
Personal qualities	<ul style="list-style-type: none">Flexible approach to workReliable and conscientiousAbility to make a positive contribution to the community of school	

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.