

JOB DESCRIPTION

Post title:	Curriculum Support Worker (Design Technology)
Academy:	Excelsior Academy
Reporting to:	Design Technology SDL
Salary/Pay range:	£19,858 FTE, (£17,413 Actual, Term Time Only)
Hours of work:	37 hours per week, term time only- 8.00-4.00 Mon- Thurs, 8.00-3.30 Friday

Purpose of Job

To work directly with pupils, providing one to one or group support to pupils of all abilities including those who are gifted and talented as well as those who demonstrate difficulties in accessing the curriculum. This includes planned sessions as well as responding to situations as they arise.

Main Duties and Responsibilities

- Deliver and set up practical equipment
- To maintain a safe DT working environment in line with Health and Safety policy
- To maintain all DT machines and equipment
- To prepare and clean equipment for usage
- Assist in the organisation of DT storage area
- Assist in preparing materials and equipment for practical lessons
- Undertake general admin duties such as photocopying, filing or scanning
- Ensure all work stations are set up/cleaned down in line with the required standard.
- To provide technical support to DT staff and pupils as required
- Implement the school's policies and procedures with regards to learning, attendance and behaviour
- Work directly with pupils, including those with poor or challenging behaviour/higher ability students and in-year admissions in a variety of settings including one to one, small group and in class support as well as in "off-site" situations. This will include planned provision as well as responding to situations that might arise on a day to day basis
- Work with parents/carers to promote positive attitudes to learning
- Contribute to Academy target setting, tracking and monitoring pupils' behaviour/attitude to learning, and work with staff to set targets and monitor progress in these areas
- Work with appropriate agencies to provide pupil support
- Provide coaching/mentor support in accordance with the Academy's procedures to those pupils assigned for this purpose
- Any other duties as may reasonably be requested by the School Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2016 where required