



**Brighton & Hove**

## **JOB DESCRIPTION**

**JOB TITLE:** Technician – Resource Support Role C

**SECTION:** Schools

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**Please note;** this is a Generic Job Description. It describes the level of responsibility that you will be required to *undertake*. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable.

### **PURPOSE OF JOB**

To provide **specialist** support to the staff and pupils within a specific curricular/resource area, including preparation and maintenance of resources and equipment under the guidance of senior staff.

### **PRINCIPAL ACCOUNTABILITIES**

- To **design** and prepare specialist equipment/resources/materials in accordance with the National Curriculum/lesson plans within strict time scales.
- To create and maintain a purposeful, orderly and productive working environment.
- To **monitor** and **manage stock within an agreed budget**, cataloguing resources and **undertaking audits** as required.
- To **ensure** the maintenance of specialist equipment, checking for quality and safety, undertaking **specialist** repairs/modifications within own capabilities and **arranging** for other damages/repairs to be carried out by others.
- To support pupils in accessing learning activities **using specialist skills, training and experience**.
- To **ensure** pupils adhere to health and safety regulations and instructions.
- To **implement specific** work programmes and practical lessons with the pupils under the guidance of the teacher, in line with the National Curriculum.

- To demonstrate, and *assist* others in the safe and effective use of specialist equipment/materials.
- **To *assist* in the development of lessons and work plans and the administration of coursework, work sheets etc.**
- To provide feedback to pupils in relation to progress and achievement.
- **To provide specialist advice and guidance as required.**
- To administer and assess *routine* tests and invigilate exams.
- **To *undertake* marking of pupils work within the specialist area, and accurately record achievement and progress.**
- To *be responsible for* maintaining records, information and data, **producing analysis and reports** as required.
- To attend and *participate* in regular meetings.
- **To *contribute to* the planning, development and organisation of systems/procedures and policies.**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to *undertake* various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

Postholder: .....

Line Manager: .....

Date prepared: .....

Headteacher: .....

## PERSON SPECIFICATION

**POST TITLE:** Technician – Resource Support Role C

### CRITERIA

### ESSENTIAL CRITERIA

**Job Related Education and Qualifications and Knowledge**

- **NVQ Level 3** or equivalent
- **Minimum of 2 years** experience working within the specific subject area
- Technical knowledge/skills in specific subject area

**Experience**

- Experience of **specific** Resource Support

**Skills/Abilities**

- *Very good* numeracy / literacy skills

**Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

**Blatchington Mill School is committed to safeguarding our students, we expect all staff and volunteers to support this commitment.**