



**North East
Learning Trust**

**DT and Art Technician
Bedlington Academy**
Applicant information pack

DT and Art Technician

Required as soon as possible

Permanent, Term Time plus 5 additional days

Grade 2, SCP 4 (£19,264) – 6 (£20,043) actual salary (££16,997 - £17,685)

Bedlington Academy is a part of the North East Learning Trust and are seeking to appoint a DT and Art Technician to join our dedicated team.

Bedlington Academy is a caring, friendly and inclusive school that is driven by a clear focus on learning and a desire to develop high aspirations in our students. Bedlington Academy is a loyal and close-knit community school where individuality is valued and where tolerance, acceptance and inclusiveness run deep.

Our vision is simple and shared by all schools in the North East Learning Trust- 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 excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.
- Knowledge of a range of procedures for preparation and maintenance of materials and equipment

Deadline: Monday 11 July

Interviews taking place week commencing 11 July 2022.

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 jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

Job description

Post title:

DT and Art Technician

Responsible to:

Head of Department

Job purpose:

To work with teachers as part of a professional team to support learning by providing technical assistance through working with pupils in the delivery / demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.

Duties and responsibilities:

- Plan, prepare and set up specific resources/materials/equipment for lessons, under general direction of the class teacher
- Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher
- Assist the teacher with learning activities ensuring health and safety and the good behaviour of pupil
- Develop, prepare and maintain specialist resources, using specialist machinery and equipment as required
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Ensure the safe and secure storage of allocated resources/materials/equipment to prevent unauthorised access / misuse
- Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order
- Ensure the maintenance of a clean and orderly working environment
- Ordering & checking delivery of stock.
- Prepare and set up materials & equipment as required
- Cleaning & clearing away of materials & equipment
- Update records, including production of reports and analysis of information
- Contribute to planning and development of systems, policies and procedures for their technical area
- Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards
- Order and maintain resources within an agreed budget
- Demonstrate the use of equipment to technical and other staff
- Assisting as required in practical lessons
- Working under the direction of a subject teacher, supervise planned practical learning activities for individuals or small groups of pupils, including identifying needs and adjusting activities as necessary

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"> • Knowledge of a range of procedures for preparation and maintenance of materials and equipment • Numeracy and literacy at NVQ level 2 or above • First Aid certificate • Knowledge of appropriate use of specialist equipment and any specialist training to ensure compliance with regulations • Knowledge of food hygiene 	
Experience		<ul style="list-style-type: none"> • Experience of support secondary age children in/out of the classroom
Aptitude and skills	<ul style="list-style-type: none"> • Ability to use learning technologies • Ability to work within school policies and procedures 	
Personal qualities	<ul style="list-style-type: none"> • Ability to work independently • Excellent interpersonal skills 	

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.