The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

**Job details**

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Technician – Curriculum/Resource Support Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate:</td>
<td>[School name - amend as appropriate]</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>Headteacher</td>
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<tr>
<td>Grade:</td>
<td>SO2</td>
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**Job description**

**Purpose of the post:**
- To manage a specialist curriculum/resource function including, allocating and monitoring work, line management, training and appraisal of support staff and to be part of the management team, involved in planning, budgeting.
- To lead on discrete areas. To be responsible for the design and delivery of support requiring an advanced level of knowledge.

**Main duties and responsibilities:**

**Support for Pupils:**
- Use specialist skills/training/experience to support pupils.
- Provide feedback to pupils in relation to progress and achievement.

**Support for the Teacher:**
- Be responsible for the creation and maintenance of a purposeful, orderly and productive working environment.
- Be responsible for timely and accurate preparation and use of specialist equipment/resources/materials.
- Production of lesson/work plans, worksheets and plans within an agreed system of supervision.
- Take a lead role in planning, development and organisation of systems/procedures/policies.
- Manage records, information and data, producing analysis and reports.
- Promote and ensure the health and safety and good behaviour of pupils at all times.
- Undertake marking of pupils work within a specialist area and accurately record achievement/progress.
- Administer and assess/mark tests and invigilate exams/tests related to a specialist subject.
Support for the Curriculum:

- Be responsible for the management of stock levels, including management of a budget and regular audit of resources.
- Be responsible for maintenance/quality/safety of specialist equipment.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Provide highly specialist advice and guidance as required.
- Deliver learning activities to pupils within an agreed system of supervision in a specialist area.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Be the lead for the whole school in a specialist area and share expertise and skills with others.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Be responsible for the provision of out of school learning activities within relevant discipline e.g. clubs, extra-curricular activities within guidelines established by the school.

Management responsibilities:

- Manage a team of support staff.
- Liaise between managers/teaching staff and support staff.
- Hold regular team meetings with managed staff.
- Represent support staff at teaching staff/management/other appropriate meetings.
- Undertake recruitment/induction/appraisal/training/mentoring of other support staff.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.
General requirements:

- Take part in the school’s performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
# Person Specification

## Qualifications

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<th>Essential</th>
<th>Desirable</th>
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1. NVQ Level 4 or equivalent qualification or experience in a relevant discipline.

## Experience

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<tr>
<th>Essential</th>
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2. Several years experience working in a relevant discipline within a learning environment.

## Knowledge

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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3. Full working knowledge of relevant polices/codes of practice/legislation.

4. Working knowledge of national curriculum in a specialist area, according to the particulars of the post.

5. Understanding of statutory frameworks relating to teaching, according to the particulars of the post.

6. Relevant knowledge of first aid.

## Skills

<table>
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<tr>
<th>Essential</th>
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7. Excellent numeracy/literacy skills.

8. Effective use of ICT to support learning.

9. Use of specialist equipment/resources.

10. Ability to organise, lead and motivate a team.

11. Ability to self-evaluate learning needs and actively seek learning opportunities.

12. Ability to relate well to children and adults.

13. Display commitment to the protection and safeguarding of children and young people.

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Job title: Technician – Curriculum/Resource Support Level 4