



## WALTHAMSTOW SCHOOL FOR GIRLS

“NEGLECT NOT THE GIFT THAT IS IN THEE”

### Job Description

<b>Job title:</b>	Technician (Curriculum/Resources Support)
<b>Reporting to:</b>	Head of Faculty - ADT
<b>Line management of:</b>	N/A
<b>Liaising with:</b>	LT, all Teachers, support staff, governors, external agencies and parents/carers.
<b>Working time:</b>	18 hours per week / 45.05 weeks per year
<b>Salary:</b>	Scale 4
<b>Disclosure:</b>	Enhanced

<b>Core Purpose</b>	<p>Under the instruction/guidance of the Head of Art, Design and Technology:</p> <ul style="list-style-type: none"> <li>• Provide general support in a specific curricula/resource area, including preparation and maintenance of resources and support to staff and pupils</li> </ul>
<b>Main Responsibilities – Student Support</b>	<ul style="list-style-type: none"> <li>• Support pupils in accessing learning activities under the guidance of the teacher</li> </ul>
<b>Teacher Support</b>	<ul style="list-style-type: none"> <li>• Create and maintain a purposeful, orderly and productive working environment</li> <li>• Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc</li> <li>• Maintain records as requested</li> <li>• Ensure the health and safety and good behaviour of pupils at all times</li> <li>• Provide clerical/administrative support e.g. telephoning to make enquiries, arrange visits, organise visiting speakers, photocopying, printing, display, collection and recording of money etc</li> </ul>
<b>Curriculum Support</b>	<ul style="list-style-type: none"> <li>• Monitor and manage stock and supplies, cataloguing as required.</li> <li>• Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs</li> <li>• Demonstrate and assist others in safe and effective use of specialist equipment/materials</li> <li>• Undertake structured and agreed learning activities/teaching programmes</li> </ul>
<b>General School Support</b>	<ul style="list-style-type: none"> <li>• Assist with the supervision of pupils outside of lesson time e.g. clubs and extra-curricular activities</li> <li>• Utilisation of specialist skills to promote and support the school</li> </ul>

	<ul style="list-style-type: none"> <li>• To undertake training for specialist equipment and health and safety related to the working environment</li> <li>• To administer First Aid on site if necessary and in accordance with current guidelines including reporting incidents and escorting students to hospital in the event of an emergency under the direction of the Headteacher</li> </ul>
<b>School Ethos</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example</li> <li>• The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to be flexible and carry out other relevant and/or reasonable duties as directed by their Headteacher/Line Manager commensurate with the skills, abilities and grade of the post</li> </ul>
<b>Whole School Contribution</b>	<ul style="list-style-type: none"> <li>• There is an expectation to attend all key school events out of hours as detailed in the school calendar e.g. Open Evenings, all faculty and staff meetings and the relevant twilight inset sessions</li> <li>• Be aware and comply with policies and procedures relating to Safeguarding, Equal Opportunities, Behaviour for Learning, Health and Safety, Data Protection and confidentiality, reporting all concerns to an appropriate person</li> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development</li> <li>• To engage actively in the Performance Development Review process</li> <li>• To work as a member of a designated team and to contribute positively to effective relationships within the school</li> <li>• To promote actively the school's policies</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**The Governing Body and the Local Authority are committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following the latest national guidance and regulations on safeguarding and child protection. This role is subject to an enhanced DBS check.**

June 2026

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## Person Specification

	Criteria	Essential	Desirable	Assessed by application	Assessed by selection process
	<b>Qualifications</b>				
1	Good general standard of education	/		/	
2	Arts Degree		/	/	
	<b>Experience</b>				
3	Experience of working on own initiative with minimum supervision and meeting tight deadlines	/		/	/
	<b>Special abilities and aptitudes</b>				
4	Competence and confidence in the use of a range of tools and equipment	/		/	/
5	Experience of using a kiln		/	/	
6	Flexibility and ability to work as part of and to contribute to the team	/		/	
7	Ability to carry out basic maintenance procedures	/			/
8	Ability to help and support teachers within the classroom	/		/	/
9	Competent in the use of ICT		/	/	/
10	Practical skills / ability to learn how to use specialist equipment	/			/
11	Ability to work independently	/		/	/
12	Ability to prepare materials and teaching resources	/			/
13	Ability to communicate effectively at all levels and relate positively to staff and students	/		/	/
	<b>Special abilities and aptitudes</b>				
14	Commitment to the LA's Equal Opportunities Policy and acceptance of their responsibility for its practical application	/		/	/

### **Disqualifying Factors**

Indication of sexist, racist. Or anti-disability attitudes or any other inconsistent with the LA s Equal Opportunities Policy

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