

# **COWLEY INTERNATIONAL COLLEGE**

## **JOB DESCRIPTION**



**Post:** Technician, 30 hours per week, term time only + 5 inset days  
**Grade:** Grade B NJC SCP 10  
**Responsible to:** Head of Department/Business Manager  
**Purpose of the Post:** To support the work of the PE and other departments as required:

- Maintain an orderly working and learning environment
- Prepare learning environments
- Work with and supervise individuals and groups of children under the direction/instruction of teaching staff, inclusive of specific individual needs, enabling access to learning for all pupils
- Administer First Aid

### **Duties and Responsibilities:**

#### **1. SUPPORT FOR THE PUPIL**

- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- Provide specific support to pupils dependant upon their individual needs ensuring their safety whilst supporting access to learning activities, under the direction of the teacher
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Provide one to one support in either a care/special needs capacity for individual pupils, as directed by the teacher

#### **2. SUPPORT FOR THE TEACHER**

- Assist with the display of children's work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievement, progress and issues as appropriate in agreed format
- Undertake pupil record keeping as requested
- Administer routine tests and invigilate exams as directed
- Promote good behaviour, dealing with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers and communicate information as required

#### **3. SUPPORT FOR THE CURRICULUM**



- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles, including small group work
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain levels and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

#### **4. SUPPORT FOR THE SCHOOL**

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
  - Be aware of and support difference and ensure all pupils have equal access opportunities to learn and develop
  - Contribute to the school ethos, aims and development/improvement plan
  - Have an awareness of and support the role of other colleagues
  - Attend relevant meetings as required
  - Participate in training and other learning activities as required
  - Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
  - Accompany teaching staff and pupils on visits, trips and out of school activities as required
5. High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
  6. Responsible for improving your own practice through observation, evaluation and discussion
  7. Comply with the Data Protection Act and School policies and procedures
  8. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time
  9. Comply with the School's Health and Safety Policy and associated safe working procedures and guidelines
  10. Comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post
  11. Comply with the School's Data Protection Policy and Code of Practice within the service area of the post

The post is subject to Enhanced Disclosure.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: June 2016



## PERSON SPECIFICATION

### Post: PE Technician

Knowledge	E = Essential D = Desirable	Identified by
Demonstrate an understanding of the PE curriculum	E	Application Form and Interview
Demonstrate an understanding of Health and Safety across the curriculum and in general	E	Application Form and Interview
An awareness and an understanding of issues of inclusion, especially within a school setting	E	Application Form and Interview
Skills and Abilities	E = Essential D = Desirable	Identified by
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E	Application Form and Interview
Ability to build effective working relationships with all pupils and colleagues, promoting a positive ethos and promote a positive attitude as a role model	E	Application Form and Interview
Ability to undertake structured and agreed learning activities	E	Application Form
Ability to undertake clerical/administrative duties and provide support as required	E	Application Form
Ability to maintain an orderly learning and working environment.	E	Application Form
Qualifications	E= Essential D=Desirable	Identified by
NVQ II or equivalent in Teaching Assistance	E	Application Form
Relevant qualification/training in Special Educational Needs strategies	D	Application Form
Experience	E = Essential D = Desirable	Identified by
Experience of working with and/or caring for children within a specified age range/subject area	E	Application Form
Above within an educational setting	D	Application Form
Special Attributes required of the Candidate	E = Essential D = Desirable	Identified by
Undertake First Aid at Work qualification	E	Application Form