

<b>Job Title and Grade</b>	
Resource Support Band 7	<b>JOB ID; RESOURCE7</b>
<b>Possible local job titles</b>	
Art/DT Technician, Food Technician, Science Technician	
<b>Purpose of the role</b>	
Under the guidance of manager: Work with teachers as part of a professional team supporting learning by providing specialist support in a specific curricula/resource area, including preparation and maintenance of specialist resources and support to staff and pupils.	
<b>Responsibilities</b>	
<p>Under the guidance and direction of teaching staff and/or senior colleagues;</p> <ul style="list-style-type: none"> <li>• Plan, prepare and set up specific resources, materials and equipment for lessons</li> <li>• Contribute to the development of lesson and work plans</li> <li>• Implement structured and agreed practical learning activities as prepared by, and under the direction of the class teacher enhancing educational development demonstrating the safe and effective use of equipment/materials as required.</li> <li>• Develop, prepare and maintain specialist resources as required</li> <li>• Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.</li> <li>• Catalogue resources and undertake audits as required</li> <li>• Ensure the safe and secure storage of allocated resources, equipment and materials to prevent unauthorised access/misuse.</li> <li>• Set up and clear away displays and activities ensuring a safe environment.</li> <li>• Maintenance and day to day repairs of specialist equipment checking for quality/safety, and arrange for other repairs/modifications to be carried out by others</li> <li>• Provide technical advice and guidance as required</li> <li>• Contribute to the planning and development of systems, policies and procedures for the technical area supported</li> <li>• Demonstrate the use of equipment to technical and other staff</li> <li>• Create and maintain a purposeful, orderly and productive working environment</li> <li>• Assist in the administration of coursework, work sheets etc.</li> <li>• Responsible for maintaining records, information and data, producing analysis and reports as required</li> <li>• Promote and ensure the health and safety and good behaviour of pupils at all times</li> <li>• Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to management</li> <li>• Assisting in the recording of pupils work within the specialist area and accurate recording of achievement/progress, as appropriate.</li> <li>• Ensure the safe treatment and disposal of used materials including hazardous substances and respond to actual or potential hazards</li> </ul>	
<b>Indicative Knowledge, Skills, Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> <li>• Knowledge of appropriate use of equipment, machinery and materials and the ability to communicate this to staff and pupils</li> <li>• Working at or towards appropriate national occupational standards (NOS), for example laboratory and associated technical activities or supporting teaching and learning as appropriate to the type of resource support role with knowledge and skills to national qualifications level 3 or equivalent experience in the technical area</li> </ul>	

### School Ethos

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.