Job Description for ADT Support Assistant

Responsible to: ADT Head of Department (HoD)

Based at: Brinsworth Academy

Paid on: Band D of the Support Staff Salary Scale

OVERALL PURPOSE OF THE POST

The successful candidate should have experience working with pupils at secondary level and subscribe to the Mission statement of "All students making at least Good progress". The primary purpose of an ADT (Art, Design and Technology) Support Assistant is to provide both practical and technical support to teaching staff and students within the ADT department, ensuring the smooth and safe operation of the workshops and resources.
This includes:

- Preparing materials, equipment, and tools for lessons
- Maintaining equipment
- Ensuring a safe learning environment.
- Providing support to both students and teachers.

MAIN DUTIES

- To prepare and maintain classrooms and workspaces for use by staff and students ensure that an orderly, safe, and healthy environment is provided for teaching activities.
- To prepare and assemble teaching resources and equipment for use by the teachers and students.
- To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines, and school procedures.
- To support teaching staff with the organisation, and preparation of displays of subject materials or students' work.
- To ensure that Health and Safety requirements and other relevant regulations are adhered to. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
- ~~To support teaching staff and students during lessons.~~
- To design and construct teaching aids for use by teachers or students as directed
- To provide practical support to teachers and students during lessons, ensuring that all equipment, tools and materials are available, safe and used effectively.
- To work directly with students in workshop and classroom settings, demonstrating the safe use of tools, machinery, equipment and specialist resources under the direction of the class teacher.

Equipment and Machinery

- To ensure safe storage of equipment
- To carry out routine maintenance and servicing of machines and equipment to ensure safety and reliability. This will include cleaning, oiling, sharpening, removing dust and minor repairs.
- To inspect, clean and sharpen hand tools and tooling for machinery.
- To maintain an inventory system for tools, equipment, and materials within the department.
- To maintain necessary safety signs and record equipment checks.
- To keep stock rooms, tidy and in good order.
- To keep an electronic maintenance schedule and record (log) of machine/equipment maintenance.
- To be responsible for recording, storing and maintain, in good order all stock, materials and student projects used in the department

Health and Safety

- With the teaching staff, keep all classrooms organised and free from hazards.
- Ensure that all machines, tools and equipment are safe to use and report any problems to the relevant HoD.
- Liaise with the outside Estates Team to have annual planned maintenance undertaken on all machines, tools and equipment. This will also include PAT testing.
- To control and safely store all chemicals and specialised solutions, ensuring that current Health and Safety, COSHH and ESCC regulations are adhered to. (training will be provided)
- Liaise with the HoD to ensure that all risk assessments are up to date and being followed.

Additional Duties

- To undertake regular stock checks and make teaching staff aware of stock levels. Placing orders for approval by the Head of Department to maintain stock levels required.
- Receive incoming goods, check delivery notes, store materials and confirm receipt.
- To participate in school initiatives where every person is expected to contribute to learner's progress.
- To participate in the school's professional training programs as agreed.
- To assist with extracurricular activities and trips.
- To be responsible for the ordering of all stock for DT, Food and Construction with the HoD's direction and supervision, keeping the budget accurate.
- To keep informed of current legislation about Health and Safety in workshop environments.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations
- To attend INSET sessions within the academy as required by terms of employment and further sessions for personal development

All job descriptions for members of staff are viewed in relation to the School Development Plan and will be subject to periodic review.

Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.

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Person Specification for ADT Support Assistant

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	• Demonstrable experience of delivering excellent communication skills, whilst working in a busy environment. • Experience of working with young people in an educational, training, youth work or similar setting	• Administration – Particularly in relation to; recording information, maintenance of filing systems and completing correspondence. • Previous experience as a Technician in a school setting is desirable. • Experience of students with SEN.
Education and Training	• To be able to use ICT e.g. simple word processing. • Commitment to attend appropriate training and development commensurate with the post. • Good understanding of health and safety, COSHH and ESCC regulations (training can be provided) • Technical Knowledge of relevant areas, relevant policies, legislation requirements is desirable.	• First Aid certificate (training can be provided). • DATA Health & Safety accreditation • Any other training in the Design, Engineering, Arts sectors.
Special Skills and Knowledge	• To have good oral communication skills. • Knowledge of issues that might present barriers to learning and social inclusion. • Ability to work on own initiative if required.	• Ability to operate machinery • Ability to use relevant technology and specialist equipment effectively.
Personal Skills and Qualities	• Strong oral communication skills with a wide variety of audiences. • Good interpersonal skills – ability to deal effectively with a wide range of people at all levels. • Discrete and sympathetic when dealing sensitive ad confidential matters. • Flexible and able to adapt to change. • Calm and able to handle difficult situations. • Can inspire and motivate others to deliver their full potential and achieve goals. • Demonstrates honesty and integrity.	
Additional Factors	• Willingness to undertake a variety of tasks in the classroom as directed by the subject teacher. • Ability to support the department with admin tasks. • Commitment to equal opportunities. • Flexible approach to working – the post may on occasion involve attending Academy events/open days. • Equality and Diversity – demonstrate fairness and respect in managing own behaviour and the behaviour of others.	