



Believe, Succeed, Together

DT Technician & Learning Support Assistant Job Description

Post: DT Technician & Learning Support Assistant (LSA)

Salary: £23,535 FTE, Actual salary £18,840

Contract type/term: Permanent, Term time only, 35 hours per week split between 15 hours as DT Technician and 20 hours LSA.

Responsible To: SENCO & Head of DT

Purpose of Job:

As a DT Technician and LSA, you will play a crucial role in supporting both our Design Technology department and our students' learning across various subjects. Your responsibilities will include preparing materials and equipment for lessons, maintaining workshop safety, and providing tailored support to students with diverse learning needs.

Specific Responsibilities:

- Support and assist the pupils in accordance with their timetable whilst in school.
- To assist pupils and teachers with project work as and when required.
- To assist teachers in practical lessons by supporting staff and pupils with technical requirements and supervision of machinery/tools as required for their individual projects.
- To monitor all workshops and design studios on a weekly basis to check function of machinery, computers and stock.
- To service machinery on a regular basis and keep tools and equipment in good working order; including routine maintenance and annual repairs of specialist machines and equipment such as printing presses, scroll saws, pillar drills, bandsaw etc.
- To take responsibility for management of Health & Safety checks to all machines and classroom environments, including updating subject specific risk assessments.
- To support with ordering materials, stocktaking and checking all deliveries of resources and to update & reconcile department budget records.
- To support staff in the start/end of lessons to retrieve and clear away materials and equipment to support the smooth running of lessons.
- Help the pupils learn effectively on their own and in a group and develop the pupils' self-esteem, encourage independence and self-reliance.
- Establish good working relationship with students.
- Provide support for pupils with SEND on a 1:1 basis or in small groups.
- Prepare and/or modify resources to support pupils with SEND in accessing the curriculum.
- Develop knowledge of the particular needs of pupils with SEND and seek advice from the SENCO and class teacher as required.
- Provide positive reinforcements, praise and rewards to pupils with SEND.
- Be patient, flexible and innovative in supporting the needs of pupils with SEND.



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- Facilitate inclusion in small group activities with peers' support interaction between them.
- Maintain accurate records of pupils with SEND.
- Work effectively with other adults in the Academy and wider community.
- Respect and maintain confidentiality but adhere to the safeguarding protocols of information sharing where necessary.
- Attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant school meetings as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior leadership staff to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job.

Teacher

Line Manager

Date

Person Specification

Qualifications and Experience

- Have a GCSE (minimum grade C or level 4), 'O' Level (Pass) or equivalent qualification in Mathematics and English (essential).
- Successful experience working with children in a school/early years environment.
- Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience would be an advantage
- Good reading and writing skills
- Good numeracy skills
- Knowledge of basic ICT to support learning
- Ability to write basic reports

Communication

- Ability to use clear language to communicate information unambiguously
- Ability to listen effectively
- Overcome communication barriers with children and adults

Working with children

- Understand and implement the school's behaviour management policy
- Ability to understand and support children with developmental difficulty or disability
- Good understanding of the school curriculum
- Ability to assess progress and performance
- Understand and support the importance of physical and emotional wellbeing

Working with others

- Understand the role of others working in and with the school
- Understand and value the role of parents and carers in supporting children
- Ability to work effectively with a range of adults
- Ability to follow instructions accurately

Responsibilities

- Good organisational skills
- Ability to remain calm under pressure
- Ability to manage own time effectively