



Lord Grey Academy
Lord Grey Can



WELLBEING FACULTY TECHNICIAN AND LINKED TEACHING ASSISTANT

(Fixed Term Maternity Cover)

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





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Advertisement

WELLBEING FACULTY TECHNICIAN AND LINKED TEACHING ASSISTANT (Fixed Term Maternity Cover)

37 hours per week
8.30am – 4.30pm Monday to Thursday, 8.30am – 4pm on Fridays
39 weeks per year – Term time plus training days
Tove Learning Trust Band D3 to E5 - £20,812 - £21,575

Actual annual starting salary: £17,873 per annum

We require for January 2024 a Wellbeing Technician and linked Teaching Assistant to work within our Wellbeing Faculty. We are looking for someone who is completely reliable, committed and hard working. The job entails supporting the Faculty with a range of technical equipment and offering administrative, coaching and general support, particularly in Physical Education. Excellent organisational skills are required.

You will need to be able to prioritise a busy workload, have good office skills and be ICT literate, particularly with Microsoft applications Word and Excel or Google equivalent. You will enjoy working with people from varied backgrounds and cultures. You will work with school aged students.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Details on how to apply for this post are in the How to Apply Section of this booklet.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to hr@lordgrey.org.uk by 9am on Monday 4th December 2023. Interviews will be held on Friday 8th December 2023.

Only successfully short listed candidates will be contacted.

Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT. Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

Tove Learning Trust

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.





JOB DESCRIPTION

Role: Wellbeing Technician and Linked Teaching Assistant
Responsible to: School Business Manager and Head of Wellbeing Faculty
Based at: Lord Grey Academy
Hours: 37 hours per week, 39 weeks per year
Grade: Grade D3 to E5

Job Context

Working from the Wellbeing Faculty to assist the department in its day-to-day running in order to raise standards in teaching, learning and attainment maintaining a high quality service to the Wellbeing Faculty and wider school community.

Key Responsibilities

- To prepare equipment and materials for classroom use and across the school to support students paying particular attention to their safe use and handling.
- To undertake Wellbeing related administration activities as directed.
- To provide support to lessons, examinations and events across the school, to include the creation of media (e.g. posters) to promote the faculty and the school, for example with team sports.
- Maintenance of the Wellbeing equipment, apparatus and materials
- Other duties.

Job Description

Responsibility area 1 – To prepare equipment and materials for classroom use and across the school paying particular attention to their safe use and handling:

- 1) To set up specialist apparatus and equipment
- 2) To prepare equipment and materials for lesson use, paying particular attention to their safe use and handling
- 3) To be responsible for the timely ordering and replenishment of resources
- 4) To take part in the Risk Assessments for Health and Safety in the lesson areas ensuring that all equipment and demonstrations follow the guidelines for Health and Safety
- 5) To maintain the cleanliness and serviceability of Wellbeing equipment and apparatus across the school by reporting faults, carrying out repairs where possible and advising on equipment needs.
- 6) To maintain the tidy storage of materials and equipment.
- 7) Wash and launder school kit.
- 8) To conduct regular risk assessment walks to identify, report, and where possible, rectify any identified hazards in the faculty teaching areas.

Responsibility area 2 – To undertake Wellbeing related administration activities as directed.

- 9) To be the first point of contact for fixture administration in the faculty overseen by the appropriate member of Wellbeing Staff.
- 10) Production of display work and maintenance of display areas keeping them up-to-date and to a high standard of presentation.
- 11) Routine clerical task including filing and general housekeeping.
- 12) Input of assessment data, as directed by the Head of Faculty or Head of Department.
- 13) Production of teaching materials, as directed by the Head of Faculty or Head of Department.
- 14) Creation and maintenance of learning resources including using the school's ICT learning platform, with appropriate training and direction from the Head of Faculty.



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- 15) To work with school staff to order and stock the curriculum needs for the Faculty and to assist in stock control as required.
- 16) Support the Health and Social Care, Child Development, Sports Leadership and Public Services curriculum in terms of administration and organisation.
- 17) To help with the organisation and tracking of fixtures.

Responsibility area 3 – To provide support to lessons, examinations and events across the school, to include the creation of media (e.g. posters) to promote the faculty and the school, for example with team sports.

- 18) To set up specialist apparatus and equipment
- 19) To prepare equipment and materials for lesson use, paying particular attention to their safe use and handling
- 20) To be responsible for the timely ordering and replenishment of resources
- 21) To attend fixtures with members of Wellbeing Staff when required.
- 22) To assist teaching staff in demonstrations and practical work with students.
- 23) To assist in changing rooms as appropriate.
- 24) To assist with lessons or coaching tasks as appropriate.
- 25) To be a Co-Tutor.

Responsibility area 4 – Maintenance of the Wellbeing equipment, apparatus and materials

- 26) To maintain the cleanliness and serviceability of equipment and apparatus
- 27) To maintain the tidy storage of materials, apparatus and equipment
- 28) To maintain the cleanliness and tidiness of the technician's areas and to assist in maintaining overall tidiness in the store cupboards
- 29) Working with the Head of Department to organise to undertake and document regular checks of the equipment and apparatus
- 30) Working with the Head of Department to organise servicing, maintenance and remedial work required on the equipment and apparatus, supported by Premises Administrator as required, including liaising with external companies.
- 31) Working with the Head of Department to organise to maintain Health & Safety records of all checks, maintenance and training of the equipment and staff within the PE department
- 32) Working with the Head of Department to organise to work with Premises, School Business Manager and Health & Safety Consultant for the constant improvement of Health & Safety
- 33) To take part in the Risk Assessment for Health and Safety in the general areas of field/astro/classroom/workshop ensuring that all equipment and demonstrations follow the guidelines for Health and Safety.
- 34) Technical and equipment support and resource management.

Responsibility area 5 - Other duties.

- 35) To be an Emergency First Aider
- 36) To oversee the security of the teaching block when teaching staff are unavailable
- 37) To give technical support across campus when required
- 38) To drive the school minibus (with appropriate CSV licence) as required by the needs of the Wellbeing Living Faculty, if possible.
- 39) To help with technician based work or whole school faculty Teaching Assistant based work in any area of the school if circumstances demand.
- 40) To observe all school policies, procedures and working practices.
- 41) To strive towards continuous improvement and to foster an enterprising culture.
- 42) To undertake any other duties which are reasonable within the scope and grade of the post.
- 43) To ensure the effective implementation of the school's Equalities Policy and Safeguarding and Child Protection Policy.



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- 44) To contribute towards the delivery of high-quality education for all students.
- 45) To comply with any other reasonable requests from the Principal when there are exceptional circumstances.
- 46) To undertake such duties as may from time to time be reasonably assigned by the Principal.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.



PERSON SPECIFICATION

EXPERIENCE / KNOWLEDGE	Essential	Desirable	How evidenced
Experience of working in a school environment		✓	A R
Familiarity with school based sport resources		✓	A
Ability to fix simple sport equipment	✓		A
Ability to keep sport equipment clean, tidy and in good order	✓		A
Awareness of Health and Safety issues relating to equipment and materials	✓		A
TECHNICAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
Ability to communicate effectively, both orally and in writing	✓		A
Accuracy and attention to detail	✓		A
Accurate record keeping	✓		A
First Aid Certificate or willingness to train	✓		A I
Organisational skills	✓		A
Full UK driving licence and willingness to undertake minibus test		✓	A I
PERSONAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
Commitment to professional standards	✓		A
Commitment to quality and continuous improvement	✓		A
Ability to work under pressure	✓		A
Ability to prioritise and meet deadlines	✓		A
Team orientated and confident	✓		A
EDUCATION / QUALIFICATIONS	Essential	Desirable	How evidenced
Excellent numeracy/literacy skills – equivalent to GCSE C grade in English and Mathematics		✓	A
Evidence of relevant further education/training		✓	A
Coaching qualifications		✓	A
Willingness to undertake further work related training	✓		A I
OTHER REQUIREMENTS	Essential	Desirable	How evidenced
Flexibility to help with fixtures and special events	✓		A I
Willingness to attend Open Evenings and other evening meetings as required to meet the school's needs	✓		A I
Commitment to uphold the school's Equal Opportunities Policy and Safeguarding and Child Protection Policy	✓		A I

A – Application form I – Interview R – Reference