



## VACANCY

# Curriculum and Communication Resource Technician

### Who are we:

We are committed to demonstrating our school vision of 'Enabling Communication, Independence and Enjoyment for Life' through our chosen school values of Communication, Independence, Wellbeing and Inclusivity. We strive to live these values throughout each school day.

Severndale Specialist Academy is a multi-site Academy catering for children with special educational needs in Shropshire. Our children and young people are aged 2 ½ to Post-19 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behaviour that can challenge arising from their condition; many have communication difficulties.

### Purpose of the role:

The main purpose of this post is to support the creation, management and maintenance of communication and curriculum resources across the Academy. The successful candidate will work across our Monkmoor and Futures campuses on a weekly basis and visits to our Mary Webb campus will be required when needed.

### Skills required:

- Excellent organisation and time-management skills
- Ability to work independently and as part of a team
- Positive and enthusiastic when faced with challenges
- Experience of making resources
- A creative approach to projects

You should be an enthusiastic and committed professional who is flexible, reliable and able to work on your own initiative. The role requires strong working relationships across teams, alongside the ability to work accurately, consistently and proactively.

### What's included:

- Salary range LCT Scale 5, SCP 13 – 17
- 35 hours per week (Term Time plus 2 weeks)
- Access to the School Advisory Service & Bike to work scheme
- Continuing Professional Development
- Local Authority Pension Scheme

### Working hours:

Monday and Tuesday: 8.30am- 4.30pm

Wednesday, Thursday and Friday: 8.30am- 3.40pm



## To find out more or apply:

For further information or to submit your application, please contact our HR department at [recruitment@severndaleacademy.co.uk](mailto:recruitment@severndaleacademy.co.uk). Application forms are available on our website: [www.severndaleacademy.co.uk](http://www.severndaleacademy.co.uk) We look forward to receiving your application.

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children.

For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.

For more information regarding our schools commitment to safeguarding, please see our website for our school policies - <https://severndaleacademy.co.uk/our-school/policies/>



## **JOB DESCRIPTION**

### *Curriculum Resource Technician*

*(reviewed March 2026)*

#### **Severndale Specialist Academy Vision:**

Our children and young people are aged 2 ½ to 25 and have a range of learning difficulties. These include moderate, severe, complex, and profound learning difficulties, those with autism, complex medical conditions, and physical and mobility difficulties. A number of our young people present behavioural difficulties arising from their condition; many have communication difficulties.

#### **Purpose of the Post:**

The main purpose of this post is to support the creation, management and maintenance of communication and curriculum resources across the Academy. The successful candidate will work across our Monkmoor and Futures campuses on a weekly basis and visits to our Mary Webb campus will be required when needed.

#### **Personal Skills required:**

- Excellent organisation and time-management skills
- Ability to work independently and as part of a team
- Positive and enthusiastic when faced with challenges
- Experience of making resources
- A creative approach to projects

#### **Duties and Responsibilities will include:**

##### Communication Resources

- Produce pre-designed communication resources
- Maintain stock levels of general communication resources
- Respond to and complete actions shared on the Academy task management system
- Engage and contribute to department meetings
- Access regular Continuing Professional Development
- Attend weekly whole school staff briefings

##### Curriculum Resources

To work with the Academy subject leads to support and manage the curriculum resource inventory

- To maintain the quality and stock of curriculum resources
- To attend bi-weekly curriculum team meetings
- To support the resourcing of curriculum focused professional development
- Managing the signing in / out process of all equipment
- Quality and safety checks of equipment within the Design and Technology classroom, supported by teaching staff



- Undertake risk assessments on all equipment ensuring compliance with CLEAPSS, supported by teaching staff
- Undertake COSHH assessments related to curriculum resources, supported by Business Admin team

### Other Duties

- Prepare and maintain technical equipment such as Pottery/Glass Kiln and glazing, laser cutting.
- Maintain the design & technology equipment such as saws and drills
- Oversee the Food Technology classrooms with supplies, maintenance of equipment and participating in deep cleans
- Promote the inclusion and acceptance of all students
- Timely and accurate preparation and use of specialist equipment / resources / materials as required by staff / curriculum / lesson plans etc
- Maintain records as requested
- Support the Academy with additional procedures such as Bus Bay duties
- Support students' understanding through use of appropriate communication
- Accompany teaching staff and students, as appropriate on visits, trips and out of school activities and supervise small groups of students on specific educational visits

### Out of term-time responsibilities

- Maintaining machinery and equipment
- Risk assessment of specialist spaces / machinery
- Stocking / refreshing kitchen and workshops
- Curriculum resource creation for the following term
- Maintaining curriculum resource bank

### Reporting

- Line Manager: Allocated Senior Leader

### Benefits of the Post:

1. The grade of the post is: LCT Scale 5, SCP 13 – 17,
2. The hours of work are: 35 hours per week, Term Time plus 2 weeks.
3. Continual Personal Development
4. Access to the Employee Assistance Programme and Bike to Work Scheme
5. Local Authority Pension Scheme

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Executive Principal.



If you want to further your career in a fast-paced environment, then please complete the application form at [www.severndaleacademy.co.uk](http://www.severndaleacademy.co.uk) and forward your information to our HR department at:

[recruitment@severndaleacademy.co.uk](mailto:recruitment@severndaleacademy.co.uk)

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# PERSON SPECIFICATION

## Curriculum Resource Technician



ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications	<ul style="list-style-type: none"> <li>• Good level of general education.</li> <li>• Willingness to engage in CPD and required training (CLEAPSS, COSHH, H&amp;S).</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant vocational/technical qualifications.</li> <li>• Training in risk assessment, COSHH, Alternative and Augmentative Communication (AAC) strategies or specialist equipment.</li> </ul>	A, I
Experience	<ul style="list-style-type: none"> <li>• Experience producing educational/communication resources.</li> <li>• Experience maintaining stock/equipment.</li> <li>• Able to work independently and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in schools/SEND.</li> <li>• Experience in DT or Food Tech workshops.</li> <li>• Experience with machinery.</li> </ul>	A, I, R,
Knowledge & Understanding	<ul style="list-style-type: none"> <li>• Understanding of stock control, resource management, equipment maintenance.</li> <li>• Basic H&amp;S awareness. Awareness of SEND learner needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with CLEAPSS. Knowledge of COSHH.</li> <li>• Understanding of communication methods in SEND.</li> </ul>	A, I
Skills & Abilities	<ul style="list-style-type: none"> <li>• Excellent organisation/time-management.</li> <li>• Accurate resource maintenance.</li> <li>• Ability to use task-management systems.</li> <li>• Creative resource design.</li> <li>• Effective communication.</li> <li>• Ability to complete safety checks.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical skills for specialist equipment.</li> <li>• Ability to support staff using machinery.</li> </ul>	A, I
Personal Qualities	<ul style="list-style-type: none"> <li>• Positive and enthusiastic.</li> <li>• Reliable and self-motivated.</li> <li>• Commitment to inclusion.</li> <li>• Willing to support duties and trips.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to Academy ethos and improving SEND outcomes.</li> </ul>	A, I

# PERSON SPECIFICATION

## Curriculum Resource Technician

Severndale  
Specialist Academy



Safeguarding & Professional Expectations	<ul style="list-style-type: none"><li>• Commitment to safeguarding (KCSIE).</li><li>• Willingness for DBS, online checks, references.</li><li>• Professional conduct and confidentiality.</li></ul>		A, I, R
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Method of Assessment: (A) application form, (I) interview, (R) references