



Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

JOB PROFILE

POST TITLE:	Technician (Design Technology)
JOB PURPOSE	Under the instruction/guidance of senior staff: Provide general support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and pupils
GRADE:	Band C
RESPONSIBLE TO:	Head of Department & Manager of curriculum Technicians

MAIN DUTIES AND RESPONSIBILITIES

Support for pupils

- Using specialist skills, training and experience, support pupils in practical learning activities under the guidance of the teacher
- Advise and assist students carrying out complex individual practical activities

Support for the Teacher

- Create and maintain a purposeful, orderly and productive working environment which is also healthy and safe, and to report all health and safety concerns to the appropriate person in accordance with school policy
- The timely and accurate design, preparation and use of specialist equipment, resources and materials as required by staff and the curriculum.
- Maintain records relevant to the specific curriculum area
- Undertake clerical and administration tasks relevant to the specific curriculum
- To contribute to the design, development and maintenance of specialist resources and long-term projects
- The provision of technical advice and support on health and safety issues to teaching staff
- To assist in practical classes and carry out demonstrations on machinery
- Undertake clerical and administration tasks relevant to the specific curriculum area
- Assist in the development of lesson/work plans, administration of coursework, work sheets etc
- Contribute to planning development and organisation of systems, procedures and policies
- Provide specialist technical support for the administration of routine exams and tests
- Contribute to the planning, development and organization of systems, procedures and policies
- Provide specialist technical advice in the development of schemes of work

Support for the Curriculum

- Monitor and manage stock and supplies for the specific curriculum area, within an agreed budget, cataloguing resources and carrying out audits as required; obtaining resources as required in accordance with Financial Standing Orders
- Maintenance of specialist technical equipment, checking for quality and safety, undertaking specialist repairs and modifications and liaising with outside agencies for other repairs to be carried out in accordance with school policy
- Prepare specific resources/materials/equipment for lessons as directed including a variety of materials (Metal, Wood, Plastics, Card and Textiles).
- Demonstrate and assist others in the safe and effective use of specialist equipment and materials
- Safely and securely store allocated equipment and materials to prevent unauthorised access/misuse
- Carry out risk assessments for the technician activities
- Maintain a current knowledge of health and safety requirements, including attending courses as required
- Provide specialist advice and guidance as required
- Implement agreed programmes of work and practical activities under the guidance of teachers

Support for the academy

- Be aware of and comply with policies and procedures relating to data protection, child protection, health & safety, copyright, security and confidentiality reporting all concerns to an appropriate person in accordance with school policies
- Be aware of and support difference and endeavour to ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning opportunities and in performance management as required.
- Assist with the technician activities in Food Preparation and Nutrition.

The fluid nature of the development of the Academy will mean that changes are inevitable. The duties will be reviewed annually as part of the Performance Management Review.



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General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience		
Relevant NVQ 2 or equivalent, or experience in a relevant discipline	Y	
Good numeracy and literacy skills	Y	
Participation in development and training opportunities		Y
Experience		
Providing general technical/ resource support	Y	
Demonstrable accuracy and attention to detail	Y	
Experience working in a school-based/education environment		Y
Experience of working with wood and metal work machinery would be desirable but not essential as training opportunities would be provided.		Y
Experience of working with Textiles and Food Technology		Y
Knowledge and Skills		
Effective use of ICT	Y	
Use of relevant equipment/ resources	Y	
Knowledge of particular subject/technical area	Y	
Knowledge of relevant polices/codes of practice and awareness of relevant legislation; in particular, Health and Safety regulations	Y	
Resistant Materials, Product Design, Electronics and BTEC Engineering		Y
Ability to relate well to children and adults	Y	
Good communication and interpersonal skills	Y	
Ability to identify own training and development needs and co-operate with means to address these	Y	
Ability to prioritise own workload and use initiative to resolve problems	Y	
Special Circumstances		
Occasional attendance at meetings outside normal hours	Y	

Signed: _____ Date: _____

Print name: _____