



Title: Design and Technology Technician

Department: Design and Technology

Responsible to: Subject Leader of Design and Technology

Purpose of post: To provide both technical and administrative support to the Design and Technology department. To help maintain the effective running of the department and delivery of excellent teaching and learning. Preparing teaching resources, maintaining equipment and the teaching environment to a high standard, and supporting the teachers in Product Design, Textiles and Food Technology lessons, all of which enhances the learning experience for students.

PRINCIPAL RESPONSIBILITIES:

Maintenance Duties

- Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to the line manager
- Ensure that tools and machinery are regularly inspected and maintained (replacement of blades, parts etc.) in the workshop, food room and classroom areas, ensuring all teaching resources are in good working order and are safe to use.
- Empty and clean the dust extraction filters as required by the manufacturer
- Keep all classrooms organised and free from hazards
- The safe treatment, storage and disposal of used materials including hazardous substances (COSHH)

Teaching and Learning Support

- Maintenance, storage and preparation of resources for the successful delivery of lessons, workshops, tutorials and demonstrations undertaken by the DT Department
- Provide and prepare equipment for Design and Technology lessons, examinations and exhibitions.
- Supervision of and support for the KWS showcase(s) and end of year exhibitions by GCSE and A Level candidates and year-round whole school displays of work.
- Assist in lessons as required during practical sessions, workshops, trips and taking photos of Students' work, including physical involvement in support of making ambitious studio pieces (GCSE & A-Level)
- Lead demonstrations of key machines for students as required.
- Working one-to-one with select students to aid their progress within Design and Technology
- To assist Design and Technology staff in developing appropriate resources for teaching and learning

General

- Be responsible for the general administrative work of the department such as: filing, photocopying, checking stock delivery, regular inventory of stock, and to catalogue reference books within the department.
- Continually audit both renewable and non-renewable equipment and materials so as to ensure sensible stock levels are maintained at all times

- Keep up to date with current procedures and practices through continuous professional development (CPD) and maintain up to date DATA H&S training for safe use of machinery. In addition to requiring an up to date food handling level 2 certificate.
- Attend department and line management meetings, courses and reading publications as required
- Prioritise workload as directed by the Line Manager.
- Maintain good working communication with the Line Manager
- To utilise CAD and CAM machinery to support teachers in producing student work
- Assist with organisation of trips
- To assist teaching staff in promoting and raising the profile of DT within and outside School.
- To undertake such other tasks relevant to the work of the Design Technology Department or the needs of the school as they may arise.
- Be aware of and work within both the whole school health and safety policy and that of the department

Competencies

- Planning and organisational skills
- Communication (verbal and written) and teamworking
- Attention to detail and vigilance in health and safety
- Prior workshop and technical experience - advantageous
- Prior experience working with children - advantageous

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary