

Job Description

Design Technology Technician

Reporting to:	Headteacher, Operations Manager, Head of Art, Food and Design Technology
Hours	14 hours per week, 39 weeks term time. To be discussed
Contract	Permanent
Grade	Band 3 points 6 – 9 (FTE £25,183 - £26,409) Pro Rata Annual Salary circa £8,181- £8,580

Main Purpose:

To support teaching staff to meet the academic, pastoral and other needs of students within Design Technology, thereby maximising the experience and achievement of each student.

DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Organise and prepare materials as required by the subject teacher prior to lessons
- Ensure tools, machines, materials and equipment are maintained in optimum condition and, where relevant, stored correctly
- Provide support for the teacher in practical workshop with supervision, practical instruction and demonstrations.
- Maintain the classrooms, storage and preparation rooms in a clean, tidy and organised condition to ensure they are safe environments to work in.
- To assist teaching staff in developing appropriate resources for teaching and learning and updating displays and visual materials around the department.
- Clean equipment used by students to ensure that it is available when required, to enable students to maximise learning opportunities.
- Stock-taking and ordering of materials, ingredients and equipment
- Assist with organisation of trips
- Ensure that all health & safety requirements are met and records maintained including equipment checks, risk assessments and COSHH.
- Routine inspections and maintaining of tools and machinery in the classroom.
- Maintenance of stock and resources including sourcing supplies and ordering.
- To ensure safe provision of equipment and resources in order to enable high quality teaching and learning to take place.
- To provide technical assistance to the subject staff, as required, including in-lesson technical support of students' work.
- To take responsibility for the provision and availability of resources, and equipment, as required by the department in order to allow effective teaching and learning to take place.
- To assist teaching staff in promoting and raising the profile of ADT
- Work as part of a team within the Art, Design and Technology Department
- To undertake such other tasks relevant to the work of the Art, Design Technology Department or the needs of the school as they may arise.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school and disseminate as required
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) Work to promote and apply the colleges Safeguarding and Child Protection policy and practices
- (d) Work to promote and apply the colleges Equality and Diversity policy and practices
- (e) The postholder will respect confidentiality issues linked to home/student/teacher/college work and to keep confidentiality as appropriate.
- (f) The post holder will proactively undertake student supervision as required as part of a wider staff team, e.g. fire drill duty, Parent Interview Days, bus duty, lunch duty
- (g) The post holder may be required to provide assistance with the invigilation of examinations
- (h) As a member of staff working in a school setting the postholder will have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students
- (i) The postholder will ensure awareness of and compliance with personal responsibilities and requirements communicated by school policies and procedures including Health and Safety
- (j) The postholder may be required to be an appointed person for first aid and medical duties
- (k) The postholder may be required to accompany and supervise students on educational visits
- (l) As a member of staff in a school setting you may have the opportunity to participate in programmes for mentoring students and to participate in extra-curricular activities and to work alongside a form tutor in a pastoral capacity
- (m) The postholder will be required to undertake general administrative tasks as required.

It is vital to the ethos of the Support Team that the postholder is flexible in taking on additional tasks, willing to offer help to, and cover for, other members of the Team, and treats co-operation and support for colleagues as a top priority.

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Requirements	Essential	Desirable	Demonstrated By
1. Qualifications & Training	5 GCSEs at level 5 or above including English and Maths (or equivalent) Food hygiene certificate or willing to study for this	Any qualification in Art or design or a food hygiene certificate	Interview/Application form
2. Experience	Experience of managing/working with woodworking/CAM machinery	Experience of working in a school Experience of working with young people	Application Form/Interview
3. Skills	Basic IT skills Organisation skills efficient and accurate Excellent communication skills		Application Form /Task
4. Knowledge			Application form/Interview
5. Management	Able to manage own workload Ability to prioritise Able to plan ahead		Interview
6. Aptitude and Personal qualities	Reliable Friendly and approachable Professional Manner Helpful Able to relate well to staff, students and visitors		Interview