

**Job description for Design and Technology Technician
Grade 4**

Hours: 16 hours per week – working pattern to be agreed.

JOB DESCRIPTION: Technology Technician
<p>JOB PURPOSE: To assist in the support of Technology related activities within the Technology Department. To ensure that staff are supported in the successful preparation of materials and the maintaining of subject related equipment to ensure the successful delivery of lessons.</p>
<p>MAJOR AREAS OF RESPONSIBILITY:</p> <ul style="list-style-type: none"> A. Teacher Support – To prepare the classroom for lessons, practical activities and demonstrations B. Pupil Support – Develop an understanding of the specific needs of students taught within the department and provide support when appropriate during practical activities in order for all students to learn as effectively as possible C. Department support – Work closely with the Lead Teacher for the specialist area being supported to ensure that all equipment is maintained and in good working order and that materials are stocked as required. D. Health & Safety – To ensure that Health & Safety requirements are observed and high standards upheld across the department
<p>KEY TASKS:</p> <ul style="list-style-type: none"> A1. To prepare, distribute and then clear away equipment materials and resources for lessons as required A2. To undertake and ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including photocopying, filling and collection of payments from students A3. To assist in putting in place provision for practical school and public examinations B1. To provide technical advice and support in the classroom, for example, with demonstrations, practical activities and resources B2. To assist in escorting students on educational visits and participate in extra-curricular activities as required B3. To establish and maintain good relationships with all students, parents / carers, colleagues and other professionals B4. To support SEN pupils in lessons as and when required by subject staff C1. To contribute to the development and organisation of facilities, equipment, tools and resources to support the teaching of the curriculum C2. To ensure that equipment is in good working order and that the classroom, preparation room and storage areas are in a clean, secure, safe and orderly condition. C3. To assist in stock control, compiling purchase orders, liaising with suppliers and maintaining appropriate records C4. To maintain both manual and computerised record and filing systems in line with departmental requirements C5. To assist and maintain appropriate classroom and corridor displays within the Technology Department and within the School C6. To attend school events as required, for example, open evenings D1. To assist in the promotion and observance of a healthy and safe working environment D2. To assist in ensuring the safe and effective operation and use of equipment, materials and resources D3. To carry out both routine and non-routine checking, cleaning, maintenance and testing of equipment to the required standards

- D4. To liaise with facilities, suppliers or contractors when necessary and in relation to equipment repairs, servicing and maintenance, new installations and disposals
- D5. To assist with the carrying out of risk assessments including those on a variety of equipment and processes
- D6. To attend relevant meetings and training sessions as required

OUTCOMES

The outcomes that are associated with this role are to work as part of the Technology department team who:

- o Are consistent in their practice
- o Share good practice with other team members
- o Act as role models for all learners

The outcomes associated with the specific role are:

- o Effective communication
- o An individual and team belief that all students can learn and develop
- o An ethos where problems are minimised
- o Effective teamwork where everyone is treated with dignity and respect
- o Students feel confident and are included

ACCOUNTABILITY:

Technology technicians are accountable to the The Head of Faculty and the lead teacher for the specialist area being supported.

Safeguarding

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be Fitzharrys School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.

Signed: (employee):

Signed: (on behalf of the Academy):

Date/s: