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| **CASTELL ALUN HIGH SCHOOL**  **ROLE PROFILE** |
| **Name :**  **Job Title :** Design and Technology Technician **Reporting to :** Learning Manager: Technology  **Profile :**  3.3 Tech 2a Level 2  **Contract :**  Term time only – 25 hours pw |
| **JOB PURPOSE** |
| Under the instructions / guidance of senior staff provide general support in a specific curricular / resources area, including preparation and maintenance of resources and support to staff and students. |
| **KEY RESPONSIBILITIES** |
| Support for the Students   * Support students in accessing learning activities under the guidance of the teacher * Provide feedback to students in relation to progress and achievement   Support for the Teacher   * To assist teachers and students during lessons and projects * Preparation and use of specialist equipment / resources / materials as required by staff / curriculum / lessons plans etc * Maintain records as requested * Ensure the health and safety and good behaviour of students at all times * Administer routine tests and invigilate exams and undertake routine marking of students’ work * Provide technical assistance / clerical / admin support * Create and maintain a purposeful, orderly, clean and productive working environment   Support for the Curriculum :   * Monitor and manage stock and supplies, cataloguing as required * Maintenance/cleaning of specialist equipment, check for quality/safety, undertake repairs / modifications within own capabilities and report other damages / needs * Contribute to the design, development and maintenance of specialised systems and resources * Demonstrate and assist in the safe and effective use of specialist equipment / materials * To clean and sharpen hand tools and maintain the good order of the workshop and storage facilities * Undertake structures and agreed learning activities / teaching programmes   Support for the School:   * Be aware of and comply with policies and procedure relating to child protection, health, safety and security, and confidentiality, reporting all concerns to an appropriate person * Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop * Contribute to the overall ethos / work / aims of the school * Appreciate and support the role of other professionals * Attend and participate in regular meetings as required * Participate in training and other learning activities and performance development as required * Assist with the supervision of students out of lesson times e.g. clubs/extra curricular activities |
| This profile is intended to reflect the roles and competencies expected of an Design and Technology Technician. It is intended to be enabling not exhaustive, and therefore the post-holder will also undertake other reasonable activities commensurate with this level of responsibility. |