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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
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| 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. |