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| TAPTON name logo | **Tapton School**  **Academy Trust**  **JOB DESCRIPTION** |
| **CHILDREN AND YOUNG PEOPLE’S DIRECTORATE** | The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment |
| **SERVICE** | **TAPTON SCHOOL ACADEMY TRUST** |
| **POST TITLE** | **Textile Technology Technician** |
| **GRADE** | TE 1.5 Grade 3 Point 12 - 17 |
| **RESPONSIBLE TO** | **TO THE HEAD OF DEPARTMENT** |
| **RESPONSIBLE FOR** | TO BE RESPONSIBLE FOR THE OVERALL ORGANISATION OF AN EFFECTIVE AND EFFICIENT TECHNICIAN PROVISION TO THE TEXTILES DEPARTMENT, |
| **HOLIDAY AND**  **SICKNESS RELIEF** | OTHER MEMBERS OF STAFF |
| **PURPOSE OF JOB** | Resource and aid the effective running of the technician area and provision for teaching and learning in the Textiles Department. |

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| **JOB DESCRIPTION FOR POST OF: - TEXTIELS TECHNICIAN** |
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| **SPECIFIC DUTIES AND RESPONSIBILITIES** |

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of Tapton School Academy Trust Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

**Specific responsibilities will include:**

1. To have basic knowledge of sewing machines and the ability to carry out basic maintenance such as changing needle and lightbulbs and fixing minor technical problems.
2. To be involved in class support for mostly lower school lessons and to be aware of Health and Safety, and correct use of equipment in these lessons.
3. To prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources.
4. To build and maintain relationships with students from all key stages from Y7 to Y13, working alongside the class teacher during practical sessions in all year groups where required.
5. To carry out minor day to day maintenance of machines and equipment and to undertake general workshop maintenance and DIY tasks, including the use of classroom machinery where required. Full training will be given if needed.
6. To order resources, receive incoming goods, check delivery notes, store materials and confirm invoices. To maintain an inventory system for items with a replacement value of £50 or more.
7. To use time efficiently allowing for peaks and troughs according to the demands of the curriculum
8. To prepare display materials and equipment for parents’ evenings; remove and display items of work around the school, as and when requested, to prepare and support during moderation and marking periods.
9. To maintain all necessary safety signs adjacent to machinery and maintain a record of all equipment checks.
10. To undertake other design technology tasks as requested by the Head of Department
11. To observe workshop health and safety procedures and assist the HOD in the operation of these.

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| ISSUE DATE: 2018 |

TAPTON SCHOOL ACADEMY TRUST

**PERSON SPECIFICATION FOR THE POST OF**

**Textiles Technician**

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| **Minimum Essential Requirements** | **Method of Assessment** |
| **Skills/Knowledge** | *(e.g. Interview, Application form, test, assessment, etc)* |
| Basic knowledge of how to use a sewing machine | Application form, interview, references |
| Preparation of fabrics and items for surface decoration techniques. (training available) | Application form, interview, references |
| An understanding and a commitment to the promotion of health and safety in the workplace | Application form, interview, references |
| Ability to communicate with a range of young people and adults | Application form, interview, references |
| Able to work constructively as part of a team | Application form, interview, references |
| Methodical, well organised and able to work using own initiative with the ability to prioritise | Application form, interview, references |
| **Experience/Qualifications/Training etc.**  **(if any)** |  |
| ICT Literate with a willingness to embrace CAD/CAM |  |
| Experience of working or studying in a relevant discipline in a learning environment | Application form, interview, references |
| Good all round education | Application form, interview, references |
| Evidence of commitment to continuing personal and professional development | Application form, interview, references |
| Ability to learn new skills and cascade these to other staff through one-to-one and group interaction | Application form, interview, references |
| **Work Related Circumstances**  **(including Working Conditions)** |  |
| Capable of working under reasonable pressure | Interview |
| Enthusiasm, initiative and integrity. Ability to work to deadlines | Application form, interview, references |
| Tapton school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment |  |
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**2018**