

**Ivybridge Community College**

**Job Description**

**Post Title:** Design Technology Technician

**Reporting to:** Head of Design Technology

**Line Manager:** Head of Design Technology

**Grade:** NJC Grade D

**Hours:**  37 hours per week x 38 weeks a year (1406 hours pa)

**Job Purpose**

The post holder will be part of the Design Technology Team of Ivybridge Academy Trust providing specific support to the team.

**Main Duties**

* Prepare materials or ingredients as required by the subject teacher prior to lessons
* Ensure hand tools are kept in optimum condition and stored correctly
* Organise extra equipment for lessons
* Regularly maintain the equipment and tools in the workshop and classroom areas
* Empty and clean the dust extraction filters as required by the manufacturer
* Keep all classrooms organised and free from hazards
* To assist Technology staff in developing appropriate resources for teaching and learning.
* Organise materials, ingredients and tools in the Department
* Stock-take and order of materials, ingredients and equipment
* Organise and catalogue books in Department
* Assist with organisation of trips
* Assist with the Annual Exhibition
* Provide support for the teacher during practical lessons this will include food lessons
* Under the direction of the Line Manager, ensure that all Health & safety requirements are met.
* Assist teaching staff in promoting and raising the profile of D&T within and outside school.
* Support the development and delivery of Computer Aided Design & Manufacture in D&T.
* Knowledge of laser cutting equipment
* Work as part of a team within the Design and Technology Department assisting each other as and when required
* Undertake such other tasks relevant to the work of the Design Technology Department or the needs of the school as they may arise.

**Requirements**

* In depth knowledge of Design and Technology.
* A responsible and conscientious approach, especially with regard to health and safety matters.
* Awareness of all relevant legislation e.g Health and Safety Codes of Practice.
* Knowledge of appropriate use of workshop machinery.
* Knowledge of particular subject / technical area
* Ability to set up equipment
* Good numeracy and literacy skills.
* Strong ICT skills
* Ability to work on own initiative.
* Ability to work calmly under pressure and multi-task.
* Ability to maintain high standard of workplace cleanliness.
* Ability to work well as a member of a team.
* Ability to communicate effectively with pupils, teaching and support staff

**Other**

When required the post holder may be asked to work constructively as part of a whole college technician team.

**Health and Safety**

The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with Ivybridge Academy Trust’s policies on health and safety.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

**The post holder will be required to work two weeks beyond term-time in agreement with the line manager.**