

**THE HOWARD PARTNERSHIP TRUST**  
**Thomas Knyvett College**

**DT TECHNICIAN JOB PROFILE**

Grade	Job Title	Capsule job profile	Competencies	Qualifications, Training and Development
<p><b>S5</b></p> <p>£10,898pa - £12,712pa pro rata</p> <p>(£18,410pa- £21,474pa FTE)</p>	<p><b>DT Technician</b></p> <p><b>25 hours per week/39 weeks per year</b></p> <p><b>Term time only</b></p>	<p>Provide technical and administrative support for teaching staff in Resistant Materials to support teaching and learning within Health and Safety guidelines.</p> <p>Prepare and set out equipment and support teaching staff in undertaking demonstrations.</p> <p>Under the direction of the Head of DT Department:</p> <ul style="list-style-type: none"> <li>• Prepare and assemble teaching material and equipment to support the Resistant Materials curriculum and enable students to use them effectively in practical lessons and examinations</li> <li>• Establish responsibility for the safe storage and disposal of equipment and materials in accordance with the relevant safety regulations, guidelines and schools procedures</li> <li>• Closely monitor and check equipment is in proper working order and all work areas are clean and safe to ensure students are working in a safe learning environment in accordance with Health and Safety Regulations e.g. DATA, PPE</li> <li>• Undertake regular risk assessments to identify any potential hazards and ensure that all areas are safe without risk to students and staff</li> <li>• Monitor stock levels through stock taking and inventory checks, and make purchases in accordance with levels of authorisation and budgetary control</li> <li>• Develop new skills through training enabling new technology to be introduced to enhance students learning within the curriculum</li> <li>• Establish close links with other school technicians in order to develop and share skills and expertise</li> <li>• Provide a safe and clean environment for staff and students ensuring equipment is maintained and security of workshops is in place</li> <li>• Provides internal First Aid provision when required and attends relevant training courses as required</li> <li>• Maintain confidentiality in and outside the workplace with particular regard to data on the School's computer systems</li> </ul>	<p>Post holders should demonstrate the competencies identified from the list below:</p> <ul style="list-style-type: none"> <li>• Ability to plan and prioritise a range of regular and irregular tasks within specific deadlines</li> <li>• Ability to work on own initiative as well as part of a team</li> <li>• Ability to communicate with a range of audiences</li> <li>• Good interpersonal communication and ICT skills</li> <li>• Good written skills and ability to produce reports</li> <li>• Ability to follow strict Health and Safety Regulations</li> <li>• Working knowledge of techniques used within DT</li> <li>• Knowledge of complying with DATA (The Design and Technology Association Data.org.uk)</li> <li>• Ability to analyse tasks and how they may best be achieved</li> <li>• Experience of working with young people in a learning environment</li> <li>• Experience of working within a DT environment</li> <li>• Able to work alone or in a team</li> </ul>	<p>Good general education to GCSE Level in English, Maths and Science or equivalent – Grade C and above or equivalent.</p> <p>Relevant NVQ Level 3 or equivalent qualification.</p> <p>A Level desirable.</p> <p>Training and Development to include</p> <ul style="list-style-type: none"> <li>• Induction training</li> <li>• On job training</li> <li>• Training for specific responsibilities of the job</li> <li>• Safeguarding training</li> <li>• Support Staff Appraisal</li> </ul> <p>The job holder will be expected to participate in training and personal development opportunities.</p> <p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).</p> <p>THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>

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		<ul style="list-style-type: none"><li>• Be pro-active in matters relating to health and safety</li><li>• Support aims and ethos of The Howard Partnership Trust, setting a good example in terms of dress, behaviour, punctuality and attendance</li></ul>	<ul style="list-style-type: none"><li>• Uphold and support The Howard Partnership Trust's Policies and procedures on the safeguarding of young people</li></ul>	
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