

***Job Description***

# Post Title: Design Technology Technician

## Hours: 15 hours per week / term time only + 1 week for professional development

# Reporting To: Head of Department (D&T)

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| **Key Activities** |
| To be responsible for providing and organising resources to enable teachers to deliver a range of high quality DT learning opportunities.  Support the DT Learning Area in enabling other teams across the Academy to offer DT related activities during enrichment or out of hours activities.  Maintenance, preparation and cleaning of DT equipment and areas, reporting any problems to the Head of Department of DT immediately so that action can be taken.  Make up and maintain class sets of equipment and resources in time for the start of the lesson it is required for.  After proper First Aid training, to deal with minor incidences in the DT areas.    To carry out first line servicing of machines and equipment in DT areas, to ensure safety and reliability.  Under the supervision of the Head of Department for DT, maintain stock rooms, keep stock records, receive equipment and materials and maintain an inventory system.  To prepare display materials such as display boards in classrooms and equipment for Academy events; remove and display items of work around the area, as and when requested.  To maintain all necessary safety signs adjacent to machinery and maintain a record of all equipment checks.  To assist with the maintenance and deployment of all DT related ICT equipment within the Learning Area.  To complete laser cutting when required for student work and ensure the safe use of the laser cutter with students by assisting with basic training on the use of it.  To use the CAD program 2D Design in order to assist students when using it in lessons and enable the use of the laser cutter  Once per week counting up all of the tools to ensure quantity of department resources are still in place and in their correct location  To ensure at the end of each school day, both workshops and prep room are left tidy and all equipment put back in its rightful place  To assist with department photocopying requests  To attend meetings as appropriate.  Assist in the classroom during practical lessons as and when required  Produce working drawings for construction projects as well as overseeing practical projects in the workshop when appropriate |
| **Accountability** |
| Ensure that any other adults supporting are properly deployed and appropriate support to staff and students is provided.  To ensure that areas used by students and staff for DT activities are safe.  Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person. |
| **Other Specific Duties**  All support staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, in pursuance of raising student achievement and effective team working. Support Staff will also:   * model the ethos and vision for the Academy * to continue personal professional development as required * to actively engage in the performance review process * support whole Academy acts of worship and prayer for the day.   It is important that all staff recognise that they are an integral part of the Academy and have a duty to contribute to its overall effectiveness both within their specific areas and beyond.  It is the vision of the Academy to involve all support staff in the life of the Academy and in particular in supporting students as House Tutors, Mentors and other appropriate ways.  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description and to undertake all duties reasonably requested by their line manager in a manner consistent with the vision of All Saints’ Academy.  The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |