

TENDRING TECHNOLOGY COLLEGE

JOB DESCRIPTION

Job Title	Technology Technician at Frinton & Thorpe Campus		
Scale	Band 3	Hours worked	15
		Weeks worked	42
Responsible to	Curriculum Leader - Design and Technology		
Main purpose of the job	<ul style="list-style-type: none"> To support the Technology teaching staff in the delivery of the Technology curriculum To assist students in the Technology department To prepare the necessary equipment and materials for practical and Technology lessons To provide technical support to teachers and students in Technology To support Curriculum Leader – Design and Technology in the maintenance of Health and Safety procedures/standards To work alongside external and internal H & S consultants up-dating and ensuring staff have the relevant Health and Safety accreditation To maintain, where possible, items of Technology equipment To keep records of various items and technical equipment To prepare orders and check deliveries of resources and equipment in the Technology department To assist in supporting Quality Displays in the Technology department To keep records of various items in the Technology department To carry out Technician duties in Graphics, Systems & Control, Textiles, plus any other Design & Technology area in consultation with the Curriculum Leader – Design and Technology To carry out general maintenance, repair and upkeep of technology tools, equipment and teaching spaces Any other task required by the College. <p>Other Clauses</p> <ul style="list-style-type: none"> The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities and these can be directed to be fulfilled at either site. It does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be changed to meet the changing demands of the College at the reasonable discretion of the Principal This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing. 		

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of engineering, construction, design, furniture/cabinet making
	Knowledge of relevant policies and procedures	Knowledge of Academy policies and procedures
	Literacy	NVQ Level 2 in English or equivalent
	Numeracy	NVQ Level 2 in Maths or equivalent
	Technology	Ability to use a range of equipment
Communication	Written	Ability to complete forms appropriate to the role
	Verbal	Ability to exchange verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes
Working with children	Behaviour Management	Understand and implement the Academy's behaviour management policy, as required
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the Academy
	Child Development	Basic understanding of the way in which children develop
	Health & Wellbeing	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Establish effective relationships with those working in and with the Academy
	Relationships	Ability to establish rapport and respectful and trusting relationships staff and pupils where appropriate
	Team work	Ability to make a contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a creative approach to work