



WHITE ROSE  
ACADEMIES

Leeds West Academy  
LEADING IN LEARNING



<b>Academy :</b>	Leeds West Academy
<b>Job Title:</b>	Design Technology Technician
<b>Grade:</b>	B1 13-17 £17,391 - £18,672 (actual £15,948 - £17,122)
<b>Accountable to:</b>	Curriculum Leader Technology & Work Related Learning
<b>Hours:</b>	37 hours TTO plus 20 days
<b>Responsible for:</b>	Food, Textiles and Hair & Beauty area

#### **Job purpose:**

To contribute to key objectives of the Academy Development Plan, 'Raising standards of achievement' by; providing high quality technical support to staff and students within the Food, Textiles and Hair & Beauty area; preparation of apparatus/resources for practical lessons; maintaining high quality teaching environments; completing subject specific cleaning duties; maintenance of equipment; stock control; general administration tasks; reprographic requests for the department.

*You may be deployed in other White Rose Academies Trust locations within a reasonable distance from your main place of work from time to time; you will be compensated for your additional travel costs.*

#### **Specific responsibilities:**

- All ordering and storing of materials/ingredients for Design Technology Department , this will include sourcing, costing and finding economical alternatives to maintain the relevant stock within the Area
- Preparation of all Food/Textiles for practical sessions including after school clubs
- Preparation and display of all health and safety requirements for all machinery and equipment in the Food/Textiles area and update as required to British Standards stated in the Area policy
- For health and hygiene purposes: an impeccable standard of food safety, hygiene & cleanliness is required for all rooms, equipment & resources in the Food Technology area on a daily basis; preferably Food Hygiene Certificate holder
- Checking and clearing/cleaning of all practical areas in Food, Hair & Beauty and Textiles at the end of each school day
- Production of teaching materials/resources and displays as directed
- Asset Management, fault reporting and service contract oversight of Food, Hair & Beauty and Textiles
- General administration tasks
- Reprographics as required by different technology areas

#### **Ensure the maintenance of a healthy and safe working environment by:**

- Taking an active role in the assessment, monitoring and review of Health and Safety procedures and information resources.
- Keeping up to date with current Health and Safety procedures and practices.
- The provision of technical advice on Health and Safety issues to teachers and other support staff
- The safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.
- The healthy and safe storage and accessibility of equipment and materials.
- Maintain and clean equipment
- Maintain accurate up to date records of all equipment and stock

- Use ICT effectively to perform duties in an efficient manner and to support the use of ICT equipment within the Food, Textiles and Hair and Beauty faculty.
- Collection, issuing and cleaning away of equipment, apparatus and materials from storage and their organisation for class use.
- Any other duties as requested by the Curriculum Leader.

#### **Other duties:**

- To promote equality, diversity and inclusion and demonstrate this within the role
- To be part of the first aid cover system in the academy, taking and maintaining appropriate qualifications
- To be jointly responsible for promoting and safeguarding the welfare of students
- Undertake any other reasonable duties commensurate with the post

#### **Equal Opportunities:**

- To promote equal opportunities in Education in order that all children and families will gain optimum benefit from the service provided.
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

#### **Generic Support Staff Requirements**

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the academy and its mission statement
- Actively contribute to the continued development of the academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply academy policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post
- Participate in training and other learning activities and performance development as required
- Attending Department meetings
- Managing own performance and development

*White Rose Academies Trust- is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.*

*'We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.'*

*This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.*

<b>Signed</b>		<b>Dated</b>	
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