



## **Job Description**

### **Senior Technician - Design Technology Faculty**

#### **Job Purpose**

- To support teaching and learning by maintaining and preparing equipment, materials and components used in Design and Technology workshops
- Under the supervision of the classroom teacher, to support teaching and learning by providing supervision and instruction to students involved with technical processes, such as in the use of computer aided design and manufacturing hardware and software alongside more traditional processes.
- To support teaching and learning by sharing own knowledge and skills with teaching staff, trainees, technicians and students.

#### **Main Duties**

##### **Instruction and Teaching Resources**

To support teaching staff and promote learning by:

- providing instruction, advice and support to students during the practical aspects of coursework eg using 3D modelling software, the creating of manufacturing programs, the setting up of specialist software and equipment such as metal lathes and CNC equipment and in the prototyping of 2D/3D products
- providing practical assistance and information as required in the preparation of equipment and materials for lessons
- assisting with the monitoring and updating of systems used in the preparation and storage of teaching resources and examples
- preparing work for 2D & 3D display
- assisting teaching staff in the design, development and maintenance of specialist teaching resources, exemplar models and equipment and facilities.
- helping in the running of intervention sessions through clubs during and outside of the school's timetabled day and in supporting Sixth Form students in the workshop environment during their non contact periods
- working under the direction of the classroom teacher, with students who have been identified as having Special Educational Needs or Disabilities (SEND) or who are Most Able, leading to the need for additional support to access the curriculum or to be stretched
- supporting teaching staff in running enrichment classes that help develop individuals and promote the faculty

## **Stock Taking, Ordering and Storage**

To contribute to the safe storage and accessibility of equipment and materials by:

- developing and maintaining systems for effectively storing and making available materials, components and equipment
- ensuring that stock levels are kept to agreed levels and highlighting the need to obtain goods or services
- preparing and ensuring the availability of equipment, materials and components for teaching classes and the work of individual students
- helping the Faculty Administrator to compile orders and liaise / negotiate with suppliers and the school's Finance Department as/when required, especially with regard to technical items and materials used in the workshop environment.
- looking pro-actively at any suitable alternatives to currently used consumables and suppliers that are in line with principles of 'best value'

## **Health and Safety**

All staff have responsibility to promote and observe a safe working environment by:

- taking reasonable care of their own Health, Safety and Welfare and that of others who may be affected by what they do or do not do
- being familiar with emergency and First Aid procedures
- cooperating with all issues involving Health, Safety and Welfare
- using work items provided correctly and in accordance with training, instructions and policies.
- not interfering with or misusing anything provided for protection of Health, Safety or welfare
- reporting any Health, Safety or Welfare concerns to their line manager as soon as is practicable
- ensuring tasks are completed in a safe manner
- adhering to the School's Information Communication Technology (ICT) and Health Safety and Welfare Safety policies

Specific responsibilities within the Design Technology environment also include:

- contributing to the assessment, monitoring and review of both safety procedures and the provision of safety information
- keeping abreast of 'best practice' through networking and continuing professional development such as H&S accreditation through DATA, training in use of hardware and software
- the safe disposal of used materials, including any dangerous substances, and dealing pro-actively with real or potential hazards in line with COSHH regulations, seeking guidance from the Head of Faculty (HoF) as required
- the safe storage and accessibility of equipment, materials and students' work
- the routine maintenance and cleaning of technical areas and resources
- the routine testing and inspection of equipment such as Portable Appliance Testing
- as directed by the HoF, undertaking or liaising with external contractors over both routine and non-routine checking, maintenance and fault investigation of technological equipment to the required standards.

## **Other duties**

- to support the Faculty Administrator in dealing with incoming phone messages and liaising with outside agencies over the telephone
- to assist with the planning of trips, preparing paper work and making bookings under the direction of the teacher/HoF

**All staff employed by Lord Williams’s School are expected to work within the following policies and procedures:**

**Safeguarding**

- Ensuring that all School Child Protection Policies are adhered to and concerns are raised in accordance with these policies

**Security and data protection**

- Working within the confines of the Data Protection Act and school policy to ensure the security and confidentiality of data.

**Other Duties:**

- attending an annual Appraisal Interview, school and departmental meetings and training or INSET sessions as directed by the Line Manager or the School Manager.
- undertaking any other reasonable tasks

**Reporting Lines:**

This post reports directly to the Head of Faculty  
This post may from time to time have responsibility for the management of other staff

Updated            November 2015  
                          January 2016

Signed by postholder ..... Date .....