

JOB DESCRIPTION

JOB TITLE	DESIGN AND TECHNOLOGY TECHNICIAN
SCHOOL	CALUDON CASTLE SCHOOL
GRADE	Grade 4 - £19,698 to £23,080 – all year round, part-time, permanent £15,331 to £17,963 per annum pro rata to weeks worked and weeks worked ie 40 weeks pa (term time weeks, teacher training days plus one week)
HOURS	32.5 hours per week. 6.5 hours per day between 8.30 am to 4.00 pm Monday to Friday (with 1 hour's unpaid break – at break time and 40 minutes during lunchtime)

Job Purpose:

- To support the practical and technical aspects of the Design & Technology curriculum by preparing, organising and managing the resources required for practical activities to be carried out by staff and students.
- To assist teaching staff and students under the overall direction of the Subject/Faculty Leader, and in accordance with the practices and procedures of the school.

Main Duties and Responsibilities:

1. Preparation of resources and materials from stock for lesson or for group and individual projects.
2. Construction and preparation of equipment and setting up demonstrations.
3. Preparation, retrieval and cleaning of equipment and materials for lessons, activities, examinations in technology rooms, drawing offices and associated areas.
4. Safe storage of materials including the manufacture of moveable racks and equipment and safe storage of tools and equipment.
5. Assist with the preparation and construction of visual aids including mounting and display work.
6. Safe storage of materials and disposal of waste materials e.g. chemicals, following COSHH guidelines.
7. Operate and administer stock control, preparing requisitions, checking deliveries, co-ordinating common stock between sections.
8. Maintain a good stock of necessary materials of work including responsibility for ordering stock.
9. Keep records of poison, alcohol, inflammable liquids.
10. Provide technical advice and support to other faculties in the production of teaching aids e.g. Art, Science areas and the production of teaching aids, prototypes and specialist equipment across the school.
11. Develop new skills to enable new technologies to be introduced into the department.
12. To create systems to ensure the smooth running of the workshops.

Maintenance of Equipment

1. Undertake care of heat treatment facilities including health & safety, set up, cleaning, storage and use for the whole department.
2. Operate an efficient system for stocking, transporting and distributing all items of equipment used in the Technology Department.

Undertake general care of areas including the regular inspection and maintenance of equipment/computers.

4. Minor repairs to equipment including the replacement of parts.
5. Safe storage of tools, books and equipment including the manufacture of storage racks and shelves as required
6. Clean equipment and machines used by teaching staff and by pupils.
7. Inspect furnishings, equipment and services and reporting the need for any minor and major repairs or renewals.
8. Carry out minor repairs to furnishings and arranging for the repair of specialised equipment by outside agencies.
9. Undertake minor repairs to equipment e.g. teaching equipment, for other departments of the school.
10. Preparation, retrieval and cleaning of equipment for lessons, activities and examinations in Technology rooms, drawing offices and associated areas.
11. Test new equipment and assist in developing new practical work for lessons and examinations.
12. Inspection, maintenance and correct use and storage of safety equipment.
13. Maintain an orderly and tidy Cutting room.

ICT

1. Test new hardware/software as required for machinery within the workshops e.g. CNC and CAD CAM.
2. Support staff and pupils in the use of new technologies including CAD CAM and sublimation printing.
3. Support staff and pupils in the use of hardware/software.

Health and Safety

1. To be familiar with current Health & Safety procedures relevant to school and, in particular, Design Technology areas.
2. To assist with regular checks carried out by other agencies regarding Health & Safety within the department.
3. To maintain and update any relevant personal qualifications required to carry out this post.
4. Assist in the safe disposal of materials and any outdated work.

Supervision and Interaction with Students

1. Undertake demonstrations to the whole class to increase technical knowledge of students.
2. Assist teaching staff with demonstrations and supervise and support students as necessary including one-to-one small practical groups.
3. Undertake timetabled sessions to help supervise larger or difficult groups.
4. Give assistance with any long-term projects of a design and/or technological nature at KS3, KS4 and Post-16.
5. Assist with innovation and problem solving for product design solutions for students at each level.
6. Be first line first aid response in the Design Technology Department and other areas if required.

Interaction with teaching staff

1. Assist with the induction of new staff into the Design Technology Department, including training newly qualified teacher in workshop equipment.
2. Undertake any training required.

3. Establish close links with other staff in the department in order to develop and share skills and expertise.

Safeguarding

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm.

When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed to the headteacher by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with the Trust's disciplinary procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances. Which must be observed.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

Equality and Diversity

The Trust is committed to equality and values diversity. As such the school is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training

The Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities



required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing post holder and will be commensurate with the grade for the job. The post holder is expected to comply with any reasonable management requests.

Copies of all relevant policies are available through the post holder's line manager and the Trust HR team.