

DESIGN TECHNOLOGY TECHNICIAN - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Design Technology Technician
Reports to:	Head of DT
Department:	Design Technology
Hours per week:	37.5 hours week - 08:15 am to 16:45 pm - Monday to Friday
Role type:	Permanent Contract

Key working relationships:
Head of DT
Members of the DT department

Role Summary

The post holder will assist teaching staff and students during lessons, prepare materials and resources, maintain tools and equipment and play an active role in developing high-quality learning experiences.

Duties and Responsibilities

Lesson and Practical Support

- Prepare, set up and deliver high quality practical lessons across all key stages
- Support students during lessons, offering guidance on safe and effective use of machinery and tools
- Supervision of pupils in activities where one-to-one supervision is required to ensure safe working

Equipment and Workshop Maintenance

- Looking after and maintaining tools, machines and equipment, including mandatory checks, reporting any faults in a timely manner

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- Conduct routine health and safety checks and assist with risk assessments when required
- Ensure the workshop and preparation areas are clean, well organised and compliant with applicable statutory regulations
- Keeping hazardous materials secure and follow the correct procedure in disposing them
- Arranging with external contractors to carry out safety and maintenance checks

Stock and Resource Management

- Monitor stock level and order materials and consumables as required ensuring cost effective use of departmental budget
- Keep an up to date record of resources and suppliers
- Support with maintaining good quality classroom displays and contributing to departmental display areas

Professional Development

- Engage actively in professional development opportunities related to both technical and teaching skills
- Assisting with work in the case of absence
- Take part in relevant training, observations, or mentoring to prepare for future teacher training opportunities if applicable
- Contribute to co-curricular activities whenever possible
- Actively identifies and resolves problems with minimal supervision

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The Job Description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College. This Job Description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

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The post holder will be required to comply with all policies and procedures issued by and on behalf of the College. The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate. The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.