

JOB DESCRIPTION

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Post:	Design & Technology, Food and Art Technician
Responsible to:	Head of Art
Responsible for:	n/a
Grade:	H3, Spine Point 14-17
Pro Rata Salary:	£14,513.26 to £15,329.48 per annum including fringe allowance
Hours:	35 hours per week - 40 weeks per year (Term Time, 5 INSET days, plus 5 days during holiday period)
Hours of work:	8.00 – 3.30 (allowing a 30 minute unpaid lunch break)
Contract Type:	Permanent

JOB OVERVIEW

- **To assist the Design & Technology, Food Technology and Art Department with the preparation of materials and equipment**
- **To facilitate learning in the Design & Technology, Food Technology and Art areas by working with staff and students**
- **To promote healthy and safe working practices and environment**
- **To ensure there is equality of opportunity for pupils and staff**

1. Key Responsibilities – Provision of Technical Services (D&T, Food and Art)

- To assist in setting up, maintaining and demonstrating practical work to support effective delivery of lessons in liaison with the Teacher/Head of Department
- To assist with maintaining and developing teaching resources, aids and materials and the provision of general admin support
- To ensure general maintenance (including cleaning and routine repairs) of equipment and tools, and basic maintenance of machinery/facilities, to a high standard, reporting faults to the Facilities Team as appropriate
- To be responsible for the maintenance of stock levels, ensuring inventories of materials and equipment are undertaken regularly and ordering replacements/re-stocking as required
- To prepare classrooms for practical lessons, clear away after, including the reclamation of equipment and materials as necessary, and clean, check and monitor equipment and tools for loss or damage as necessary
- To provide relevant advice and guidance to staff and students and support 'in class' practical demonstrations

- To assist teaching staff, as directed, in preparatory work for practical assessments and provide support for open evenings and other relevant events
- To maintain a clean, safe and orderly environment at all times
- To advise technology teachers on safety matters or potential problems with equipment
- To assisting with the mounting of displays of materials, visual aids and pupils' work
- To maintain appropriate maintenance and cleaning regimes in workshops/studio eg emptying of all dust extraction units, machinery checked for sharpness and safety.

2. Health & Safety

- To keep up to date with health & safety requirements and developments in Design & Technology/Art and undertake activities in accordance with Health & Safety guidance (eg COSHH)
- To provide health & safety advice to other technical staff, teachers and students,
- To ensure the safe treatment and disposal of used materials and organise, store and maintain records of materials, and other chemicals and equipment in accordance with academy policy and statutory requirements.

3. Other Responsibilities

- To attend relevant courses and identify training needs and developmental opportunities
- To keep up to date with health & safety requirements and changes to support and provision within an educational context
- To attend department and other meetings which relate to the effective delivery of technical support
- Be aware of and comply with policies and procedures relating to inclusion, child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the relevant member of senior management
- Ensure compliance with your responsibilities as laid out in the academy's policy covering equal opportunities and take an active role in promoting equality and diversity
- Promote the academy's ethos of being 'proud to belong' , support our commitment to providing a caring & stimulating environment, & improving standards for all students
- Undertake all other reasonable duties are requested by the Principal.

Date: _____

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified. This job description is current but, following consultation with you, may be changed by the Principal to reflect or anticipate changes in the post which are commensurate with the salary and job title.

PERSON SPECIFICATION

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Post: Design & Technology/Art Technician

Education, Qualifications and Training	Essential	Desirable	How Identified
Excellent literacy and numeracy – GCSE Maths and English or equivalent	✓		Application
Evidence of on-going professional development and training relevant to the role		✓	Application
Health & Safety Training Standards (D&T) – relevant qualifications		✓	Application

Experience, Skills and Abilities	Essential	Desirable	How Identified
Excellent communication & interpersonal skills	✓		Application Reference Interview
Able to use tools and machinery within the DT workshop (to include circular saw and band saw)	✓		Application Interview
Be able to prepare materials effectively with minimal waste	✓		Interview
Can competently use CNC machines within the DT workshop		✓	Application Interview
An understanding of the safe use, storage and cleaning of materials	✓		Application Interview
Work with pupils to guide and advise on the best way for them to produce high quality projects		✓	Application Reference Interview
Ability to communicate effectively with students, parents and visitors to the academy	✓		Application Reference Interview
Ability to plan and prioritise own workload, act on own initiative and manage conflicting demands	✓		Reference Interview

Other Requirements	Essential	Desirable	How Identified
Ability to approach tasks with enthusiasm, positivity, energy and commitment	✓		Reference Interview
Able to quickly establish positive working relationships, work effectively as part of a team, understand school roles and responsibilities, and own position within these	✓		Application Reference Interview
Able to exemplify good practice, work flexibility and proactively while maintaining a high standard of professionalism	✓		Application Reference Interview
Ability to be flexible and use your own initiative	✓		Application Reference Interview
A commitment to safeguarding and promoting the welfare of children and young people	✓		Reference Interview
Able to remain calm when under pressure and maintain a good sense of humour	✓		Reference Interview
Able to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour, and maintain a high standard of professionalism	✓		Application Reference Interview
Awareness and adherence to relevant data protection, safeguarding and health & safety requirements and a commitment to equality of opportunity	✓		Application Reference Interview
An ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post	✓		Interview
Able to show a strong commitment to the academy ethos and the students we serve	✓		Interview
Excellent punctuality and professional conduct	✓		Reference