



Everyone a leader, everyone a learner.



Design and Technology Technician

**37 hours and Permanent
B1: £15,109 - £15,720 Actual**

Required as soon as possible

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roydsschool



@roydsschool

Headteacher's Welcome

Our staff team is our greatest asset; I am incredibly proud of them and the impact that they have on our students. Everyone at Royds is a leader and a learner and we value everyone equally, regardless of the role

I would like to thank you for taking the time to read our application pack, we appreciate that applying for jobs is a time consuming process. Please get in touch if you have any questions.



Recruitment Timeline

Closing Date:

20/09/19





Design and Technology Technician Job Description

Post Title:	Design and Technology Technician
Grade:	B1
Conditions:	37 hours and term time only
Accountable to:	Responsible to the Headteacher, nominated member of the Senior Leadership Team and Head of Department.

Purpose of the Job

To support to meet the technical needs of the school primarily within the Technology Department but as required elsewhere. The majority of the role will be Food, Textiles and Product Design preparation however support and preparation for all aspects of Technology will be required.

Responsibilities

Our job descriptions are structured around the school values. Please refer to the school information pack for more details.

Aspiration: Dream Big

- Participate in appraisals in line with the school performance management policy.
- Keep abreast of the latest developments both in maintenance and health and safety.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Present a positive personal image, contributing to a welcoming school environment.

Resilience: Bounce-back-ability

- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.

- Set challenging and demanding expectations and promote self-esteem and independence of both yourself and others.
- Liaise with members of the technical support teams in providing and efficient service to the school
- Manage and prioritise your own workload in line with service requirements.
- Share corporate responsibility for the implementation of school policies and practices.

Respect: Communicate with Kindness

- Advise teaching staff on safety matters or potential problems with equipment.
- Establish constructive relationships with students and interact with them according to individual needs
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop and contribute to overall ethos / work / aims of the school.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Be a role model for students through personal presentation and professional conduct. Contribute to the ethos of the school, in all areas of contact and responsibility, in relationships with staff and students.
- Establish effective working relationships with professional colleagues.
- Attend and participate in regular meetings, and in training and other activities as required.
- Attend meetings with line managers as required.
- Ensure promotion and support of Equal Opportunities and Health and Safety.
- Maintain confidentiality inside and outside the school.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to safeguarding procedures.
- Any other duties as required by the Headteacher.

Initiative: Problem Solving

Health and Safety

- Assist with safety audits of the premises and assist with relevant risk assessments as required.
- Ensure the health and safety of students, staff and visitors at all times, comply with health and safety policies and procedures at all times and ensure relevant Health and Safety instructions are followed.
- Complete appropriate risk assessments and ensure that the relevant risk assessments is available for specific lessons.
- Operate a system of visual checks each time a piece of equipment is used or provided for use.

- Provide for the safety and security of equipment, materials, apparatus, tools, appliances at the end of the school day.
- Ensure safe disposal of waste.
- Maintain working areas to ensure a clean, safe and orderly environment. This includes cleaning, polishing and treating surfaces and fittings in working areas and ancillary rooms as necessary
- Advise teaching staff on safety matters or potential problems with equipment.

Departmental Organisation

- Assist the Head of Department to prepare statistical and other monitoring / evaluation returns, action plans.
- Ensure the provision of a basic maintenance service to tools, appliances, apparatus and equipment.
- Organise an effective stock control system.
- Organise the displays of materials, visual aids and students' work
- Arrange for the photocopy and duplication of materials
- Organise suitable filing, office systems and stock
- Operate relevant equipment and machinery
- Organise and maintain an inventory of materials, apparatus and equipment
- Advise Head of Department of staffing and resource needs for the area of responsibility
- Assist the Head of Department to ensure the effective and efficient management and organisation of resources
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Ensure appropriate / relevant safeguarding policies and measures for all staff and students are in place and reviewed.

Reflection: Never Stop Learning

- Prepare, set up and check equipment for practical activities.
- Ensure lessons have the required equipment and materials.
- Assist with class practical work under the supervision of a member of the teaching staff.
- Prepare and produce audio-visual materials as required.
- Prepare of stock of food or other consumable materials including metal, timber or learning resources.
- Tidy equipment away after lessons and incidental cleaning to prepare the learning space for the next lesson.

Relationships

The post-holder will be required to work flexibly to deliver an efficient service. There will be regular contact with students, colleagues, other members of staff, line managers and internal and external customers.

Physical Conditions

The post is currently based at Royds School which has access by stairs and is accessible by disabled persons to the ground floor by a portable ramp on request.

The school operates a non-smoking policy.

Economic Conditions

Grade:	B1
Annual Leave:	21 days per annum plus 8 statutory holidays pro rata for part time employees. An additional 5 days leave is given after 5 years continuous service
Conditions:	Local Agreement for Superintendents and NJC Conditions apply

Safeguarding

Royds School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced Disclose and Barring Service check and Prohibition List check.

Prospects

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

The school encourages training both in-house and external to meet the needs of the individual and of the school.

Conclusion

The job description is current but recognises that while every effort has been made to explain the main duties and responsibilities, each individual task may not be identified. It is recognised that technological changes and advancements make it impossible. Therefore, in consultation with the post holder, it may be amended to reflect or anticipate the changes in the role.

Job description prepared by:

Kate Davison

04/09/19

Job description reviewed by:

Claire Robbins

04/09/19



Design and Technology Technician Employee Specification

Post Title:	Design and Technology Technician
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In order to effectively undertake the responsibilities required for the above role (see job description), the attributes below have been identified as important for the post holder. These attributes will be identified by means of the application, interview and references as appropriate.

Mode of Assessment	A = Application, I = Interview, C = Certificate, O = Observation, T = Task	Essential	Desirable
Qualifications			
A	Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C).	X	
A	Evidence of additional, relevant academic or vocational qualifications e.g. Technology A-Level, CAD/CAM or H&S certificates within the field.		X
Experience			
A I	Experience of working with young people.		X
A I	Experience of working in a technical / construction environment or in food preparation.		X
A I	Experience of organising work tasks and duties to meet appropriate standards		X
A I	Use of risk assessments in the workplace		X
A I	Experience of working with students with additional needs		X
A I	Experience of teaching small groups of students.		X

Mode of Assessment	A = Application, I = Interview, C = Certificate, O = Observation, T = Task	Essential	Desirable
Skills			
A	The ability to write to a good standard of English, including excellent report writing skills.	X	
A I	Ability to relate well to children and adults	X	
A I	Ability to use CAD / CAM / laser cutter software, 3D printer and vinyl cutter or willingness to learn.	X	
A I	Excellent administrative and organisational skills, including the ability to multi-task, perform under pressure and deal with competing priorities.	X	
A I	Excellent interpersonal skills both in working relationship with young students and in forming effective professional relationships with a wide range of contacts.	X	
A I	Able to use a range of machinery and maintain as required	X	
A I	Effective oral and written communication skills.	X	
Knowledge			
A I	Knowledge and understanding of the Technology curriculum.		X
A I	Understanding of classroom roles and responsibilities and your own position within these	X	
A I	Understanding of principles of child development and learning processes and in particular, barriers to learning		X
Personal Attributes			
A I	Work well as a part of a team, as well as on your own initiative	X	
A I	Willing to take personal responsibility and abide by the School's Equal Opportunities and Health and Safety Policy.	X	
A I	Flexibility and willingness to be adaptable in addition to being accessible, approachable and demonstrating an enthusiastic attitude.	X	
A I	High levels of honesty and integrity and an awareness of the importance of confidentiality	X	
A I	Be a good role model to children and families.	X	

Mode of Assessment	A = Application, I = Interview, C = Certificate, O = Observation, T = Task		Essential	Desirable
	Safeguarding Children			
A I	Ability to maintain appropriate relationships and personal boundaries with children and young people.	X		
A I	Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.	X		
A I	Understanding of the importance of safeguarding and child protection and its impact on this role.	X		

Royds School 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 an enhanced DBS with barred list check as well as a Prohibition List check.

Job description prepared by:	Kate Davison	04/09/19
Job description reviewed by:	Claire Robbins	04/09/19



Staff Voice

I am proud to be part of a school that lives its values, and develops its students' love of learning.

Royds