



JOB DESCRIPTION

BISHOP STOPFORD'S SCHOOL

Post Holder:
Post Title: D&T/Art Technician
Grade: Scale 3, point 14
Hours: 15 hours per week, 39 weeks per annum
Responsible to: Head of Design and Technology

Purpose of role

To provide an efficient and supportive service to the students, staff, parent/carers and visitors. To actively participate in the day to day running and development of Bishop Stopford's School. To have regard for any national requirements, the school's ethos, aims and objectives and any policy decisions of the Governing Body.

Responsibilities

Under the direction of the Technology Teacher, assist students in a technology workshop setting in the design and manufacture of products. Maintain the schools workshops, which include workshop tools and equipment. Ordering of equipment/materials and preparing and setting up materials for classroom lessons.

Tasks

- 1) To carry out educational support as planned by the Technology Department.
- 2) Take into account the needs of the pupils to aid children to learn as effectively as possible in class or small group situations by:-
 - a) Assisting pupils in a workshop under the direction of the Technology Teacher clarifying and explaining instructions.
 - b) Assisting in weak areas as necessary e.g. reading, spelling, numeracy, behaviour, organisation and presentation.
 - c) Help pupils concentrate on and finish work set.
- 3) To attend relevant in-service training.
- 4) Maintain and empty dust extractors as required.
- 5) To complete a termly visual safety check on machines and equipment.
- 6) Report any safety issues to the teacher concerned or the Head of Department.
- 7) Obtain and maintain safety certificate for operating a circular saw and bandsaw.
- 8) Cleaning off the benches and preparing them with linseed oil.
- 9) To contribute to the programme of out of school hours extra-curricular/study activities by providing additional support to pupils under the guidance and direction of the lead member of staff.
- 10) To undertake other tasks which may fall within the post as may be reasonably directed by the Headteacher and/or member of Technology Staff.
- 11) Maintaining the Technology inventory.
- 12) Keeping a check of stock and completing orders as necessary.
- 13) General servicing of tools and machinery in all Technology areas and carry out termly inspection of machines.
- 14) Assisting with setting up wall displays and room displays.
- 15) Setting up and assisting with prospective parents evening.
- 16) Preparation of materials and manufacture of any resources needed for lessons.
- 17) Assist with Health and Safety training to other staff members as required.