



Carterton Community College

Job Description

Job Description: Science and Technology Technician

Responsible to: Head of Faculty

Scale/Salary: Grade 4 Points 4-5, (£21,189 to £21,575 pro rata)

Hours: 37 hours per week, term time only

Terms and Conditions

<https://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book>.

DBS Disclosure Level: Enhanced

PURPOSE AND SCOPE OF RESPONSIBILITIES

The role of the Technician is, under the direction of teaching/senior staff, to support access to learning for pupils and provide general support to the teacher together with resource creation / maintenance.

JOB ROLE

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.

Main Tasks of the Post	Expectations of the Task
Daily Duties and Lesson Preparation	<ul style="list-style-type: none">• Prepare equipment, materials and resources as required by the subject teacher prior to lessons.• Organise extra equipment for lessons as necessary.• Ensure tools, machines and equipment are kept in optimum condition and stored correctly and carry out a daily inspection.• Empty and clean the dust extraction filters as required by the manufacturer.• To assist departmental staff in developing appropriate resources for teaching and learning. For example, the manufacturing of jigs, formers and templates for project use.• To provide support for the teacher during practical lessons. This may include overseeing small groups of pupils during practical activities.• Ability to work with ceramics; such as the operation and maintenance of a kiln, safe recycling of clay
General	<ul style="list-style-type: none">▪ Organise materials in the Departments.▪ Able to confidently use a range of Art media and processes, or a willingness to undertake additional training to support with the preparation of specific resources▪ Able to confidently use a range of DT equipment and processes, or a willingness to undertake additional training to support with the preparation of specific resources▪ Enthusiasm and passion for STEAM (Science Technology Engineering Arts and Mathematics) with clear subject knowledge in any field of design and engineering

	<ul style="list-style-type: none"> ▪ Liaise with the HoD and the Finance Department to monitor the department's budget and check orders have been logged accurately. ▪ Organise and catalogue books within the department. ▪ To assist teaching staff in promoting and raising the profile of Design Technology and Art within and outside School. ▪ Work as part of a team within the Design and Technology Department and Art Department assisting each other as and when required. ▪ To undertake such other tasks relevant to the work of the Design Technology Department and Art Department or the needs of the school as they may arise. For example, supporting staff prepare sets and props for the school productions; organising and preparing display materials etc. ▪ Be aware of and comply with School policies and procedures. ▪ Contribute to the overall aims of the School Development Plan. ▪ To develop and implement own professional development and skills. ▪ To behave in a manner that is professional, friendly and fair with pupils, colleagues and parents. ▪ Work cooperatively as part of the wider staff team.
Health and Safety	<ul style="list-style-type: none"> ▪ With the teaching staff, keep all classrooms organised and free from hazards. ▪ Ensure that all machines, tools and equipment are safe to use and report any problems to the HoF. ▪ Carry out initial maintenance and repairs to machines, tools and equipment to ensure that they conform to the relevant safety standards. ▪ Liaise with outside maintenance contractors to have annual planned maintenance undertaken on all machines, tools and equipment. This will also include PAT testing. ▪ Liaise with the HoF and Health and Safety Officer to ensure that all risk assessments are up to date and being followed. ▪ Ensure that all hazardous and flammable materials are recorded and stored as per COSHH and RA information.
Support for the College/Department	<ul style="list-style-type: none"> • Be aware of, comply and contribute to policies and procedures relating to child protection, health & safety, security, confidentiality, data protection, reporting all concerns to an appropriate person; • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop; • Contribute to the overall ethos, work, aims of the College; • Appreciate and support the role of other professionals; • Attend relevant meetings as required; • Accompany teaching staff and pupils on visits, trips and out of school activities as requested; • Support students with examinations concessions.
General	<ul style="list-style-type: none"> • To support the smooth running of the department wherever possible.
Training	<ul style="list-style-type: none"> • To participate in training and other learning activities.

Performance Management	<ul style="list-style-type: none"> • To participate in annual performance management process.
Policies	<ul style="list-style-type: none"> • To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection and reporting all concerns to an appropriate person; • Be aware and support difference and ensure equal opportunities for all; • Appreciate and support the roles of other professionals.

The postholder must also undertake other duties within his/her competence or otherwise