

THE HOWARD PARTNERSHIP TRUST
Thomas Knyvett College

DT TECHNICIAN JOB PROFILE

Grade	Job Title	Capsule job profile	Competencies	Qualifications, Training and Development
S5 £10,898pa - £12,712pa pro rata (£18,410pa- £21,474pa FTE)	DT Technician 25 hours per week/39 weeks per year Term time only	<p>Provide technical and administrative support for teaching staff in Resistant Materials to support teaching and learning within Health and Safety guidelines.</p> <p>Prepare and set out equipment and support teaching staff in undertaking demonstrations.</p> <p>Under the direction of the Head of DT Department:</p> <ul style="list-style-type: none"> • Prepare and assemble teaching material and equipment to support the Resistant Materials curriculum and enable students to use them effectively in practical lessons and examinations • Establish responsibility for the safe storage and disposal of equipment and materials in accordance with the relevant safety regulations, guidelines and schools procedures • Closely monitor and check equipment is in proper working order and all work areas are clean and safe to ensure students are working in a safe learning environment in accordance with Health and Safety Regulations e.g. DATA, PPE • Undertake regular risk assessments to identify any potential hazards and ensure that all areas are safe without risk to students and staff • Monitor stock levels through stock taking and inventory checks, and make purchases in accordance with levels of authorisation and budgetary control • Develop new skills through training enabling new technology to be introduced to enhance students learning within the curriculum • Establish close links with other school technicians in order to develop and share skills and expertise • Provide a safe and clean environment for staff and students ensuring equipment is maintained and security of workshops is in place • Provides internal First Aid provision when required and attends relevant training courses as required • Maintain confidentiality in and outside the workplace with particular regard to data on the School's computer systems 	<p>Post holders should demonstrate the competencies identified from the list below:</p> <ul style="list-style-type: none"> • Ability to plan and prioritise a range of regular and irregular tasks within specific deadlines • Ability to work on own initiative as well as part of a team • Ability to communicate with a range of audiences • Good interpersonal communication and ICT skills • Good written skills and ability to produce reports • Ability to follow strict Health and Safety Regulations • Working knowledge of techniques used within DT • Knowledge of complying with DATA (The Design and Technology Association Data.org.uk) • Ability to analyse tasks and how they may best be achieved • Experience of working with young people in a learning environment • Experience of working within a DT environment • Able to work alone or in a team 	<p>Good general education to GCSE Level in English, Maths and Science or equivalent – Grade C and above or equivalent.</p> <p>Relevant NVQ Level 3 or equivalent qualification.</p> <p>A Level desirable.</p> <p>Training and Development to include</p> <ul style="list-style-type: none"> • Induction training • On job training • Training for specific responsibilities of the job • Safeguarding training • Support Staff Appraisal <p>The job holder will be expected to participate in training and personal development opportunities.</p> <p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).</p> <p>THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>

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		<ul style="list-style-type: none">• Be pro-active in matters relating to health and safety• Support aims and ethos of The Howard Partnership Trust, setting a good example in terms of dress, behaviour, punctuality and attendance	<ul style="list-style-type: none">• Uphold and support The Howard Partnership Trust's Policies and procedures on the safeguarding of young people	
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