**Job Description:**

**Design Technology Technician**

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**QUEST is a value-led organisation comprising of Christian,**

 **and community Primary Schools, and a Secondary School with UTC provision. All staff are expected to support the Trust’s ethos and our ‘Spirit of Purpose’.**

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| **JOB DESCRIPTION:** | Design Technology Technician  |
| **RESPONSIBLE TO:** | Director of Education/Principals/SLT/Teachers  |
| **JOB PURPOSE:** | Information given on this job description is meant to provide both postholder and manager with an understanding and appreciation of the scope of the particular job and its role. It outlines main duties and responsibilities under broad headings only. It is not possible, nor desirable, to specify every item in detail. Specific responsibilities and duties may be varied in response to service needs, provided these fall within the broad scope of the post |
| **LIAISING WITH:** | Principal, Senior Leadership Teams, teachers, support staff |
| **SALARY SCALE:** | QUEST Grade E, points 15 - 20  |
| **DBS DISCLOSURE LEVEL** | Enhanced |

**Professional Responsibilities**

**School Ethos**

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust’s policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

**Key Responsibilities**

Work in the design technology and construction areas under the direction of the relevant head of subject and head of faculty

Operate workshop machinery to cut and prepare materials for lessons, and be able to fabricate articles from wood, metal, plastic and card. The ability to use CAD/CAM, laser cutters, electronics and produce working drawings would be an advantage.

Timely and accurate preparation of specialist equipment/resources as required by staff in preparation for lessons and extra-curricular activities.

Oversight of basic and specialist equipment especially those used in the preparation and cutting of woods and metal, checking for quality/safety, undertaking repairs/modifications within own capabilities and reporting other damages/needs to the site team.

Perform repairs of equipment and carry out general DIY duties within teaching areas as directed by the Head of Technology;

Oversee and organise the maintenance and inspections of specialist equipment and ventilation systems in accordance with current legislation.

Undertake appropriate training in order to use specialist equipment within the department.

Demonstrate and assist others in the safe and effective use of specialist equipment/materials.

Be able to work independently with students in a directed situation and support pupils in accessing learning activities under the guidance of the teacher.

Provide feedback to pupils in relation to progress and achievement.

Support staff in maintaining the health and safety and good behaviour of pupils at all times.

Create and maintain a purposeful, orderly, tidy, safe and productive working environment. Keep all preparation and stock areas to a high standard of cleanliness and safety.

Record keeping including annual stock take/audits and completion of department inventory. To Monitor and manage stock and supplies, cataloguing and securing safe storage of equipment and resources.

Prepare resource orders for teaching staff within areas outlined by the Head of Technology

Provide clerical/admin support, for example, basic typing, word processing, desk top publishing, photocopying, printing, updating displays.

Ensure safety signage is correctly displayed in all areas and the correct level of training and supervision is in place.

Play an active role in the development of the Department, be committed to our aims and vision statement and administer/follow Faculty policies;

Assist in emergencies when accidents occur to students (in a supporting role);

Liaise with outside agencies and contractors for the benefit of the Department

GENERAL

Develop good working relations with other colleagues and promote a positive impression of the support services in all circumstances, identifying areas for improvement.

Contribute to the overall ethos/work/aims of the school.

Work flexibly in the interest of the school and undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.

Attend and participate in relevant meetings as may be reasonably directed.

Assist with the supervision of pupils out of lesson times, for example, clubs, extracurricular activities as may be reasonably directed.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Uphold the Trust’s digital strategy

To sign and uphold the Trust’s Code of Conduct and ensure confidentiality is maintained at all times.

Maintaining a secure, healthy and risk free environment for students, staff and visitors.

Embrace and actively take part in the ‘Spirit of Purpose’, fulfilling obligations to maintain and continue professional development in line with the Trust expectations.

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Trust’s policy and be responsible for self-motivation towards agreed targets.

To accompany teaching staff and pupils/students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed

Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.

To contribute to the development of relevant policies and procedures.

To be a positive role model at all times.

Assisting in events such as open days and parents evenings

Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

To undertake Health and Safety Training, Paediatric First Aid and Safeguarding Training as per the Trust training cycle.

 *The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require*

# QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name

Signed

Date

**Unlocking Potential**

**Person Specification:**

**Design Technology Technician**

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**ESSENTIAL SKILLS/QUALIFICATIONS**

Good standard of education including English and Maths (GCSE grade C) or equivalent

Good written and oral communication skills

Excellent IT skills

Competent in the use of technical equipment and resources within specialist area

Understanding and communicating technical data including technical; manufacturing and assembly drawings

Being able to create technical drawings to instruct and demonstrate manufacture/assembly

Proficiency in working with standard ICT applications such as Microsoft Word, Access and Excel, as well as ability to learning how to access and interrogate in-house systems specific to specialism

***Applicants should be able to demonstrate experience, knowledge and understanding of the following areas relevant to the post:***

Working in a workshop or technical industrial setting

Proven track record of working alongside staff as part of a team to support the teaching that maximises student achievement

Relevant experience of demonstrating/instructing others (individually and in small groups) in the use of equipment and/or practical techniques/processes

Good knowledge of ICT and administration requirements

Knowledge of education especially at Key Stage 3, 4 and 5

Awareness of the principles of GDPR

Awareness of the requirements of Health & Safety within the work environment and COSHH/CLEAPPS regulations

Awareness of the requirements associated with operating within a customer service environment

***Applicants should be able to provide evidence that they have the following necessary skills and abilities:***

Excellent communication skills with the ability to present information clearly, accurately and concisely to students and colleagues either written, verbal and/or using technical drawings/ illustrations

Excellent oral communication and interpersonal skills to enable effective liaison with colleagues and stakeholders in a professional manner

Able to organise and prioritise tasks and workload through from initial stage to completion to achieve work schedules and meet deadlines, exercising attention to detail

Be committed to continuing professional learning as part of the Apple Teacher Programme

Ability to work under supervision and as a team member

Ability to use own initiative

Ability to work in accordance with the Trust’s Safeguarding and health & safety policies

To show commitment to sustain excellent attendance at work

Commitment to and participation in the wider life of the school and Trust

Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust

Good timekeeping

Legally entitled to work in the UK

**DESIRABLE SKILLS/QUALIFICATIONS**

Relevant Professional qualification/ experience

Proficient use of a relevant equipment / software packages

Working with data to help deduce statistical significance in order to help devise action plans

Previous experience of working with children of a relevant age

Knowledge of working within a school setting or learning resource facility

**Learning**, Innovation, Opportunity