

Job Description

Longfield Academy

Job Title:	Design & Technology Technician
Responsible to:	Director of Learning (DOL) for Technology

Job Summary: Working within the Technology Department, your role will be to help raise the profile of the Design and Technology department within the academy. You will support staff and students by the preparation of resources, ordering of materials, maintenance of equipment and in class support. The role forms a central part of the work of the department and he/she will need to work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

Key responsibilities

- To prepare materials and equipment for practical lessons
- To maintain and monitor consumables and equipment in D&T to ensure all pupils are able to access a wide range of materials and processes as part of their Design Technology provision
- To maintain and monitor stock control
- To assist the Director of learning in the ordering of materials and equipment
- To carry out weekly material and equipment checks across all Technology rooms
- To assist staff in the production and updating of Technology displays
- To assist staff in the demonstration and application of machinery use to students.
- To be proficient in the use of the range of CAM equipment and provide technical support during lesson time - training can be provided if needed.
- To be proficient in a range of CAD software and provide technical support during lesson time
- To provide technical support to staff during lesson time as required
- Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Head of Department
- To maintain machinery and equipment in accordance with health and safety requirements, including CAD CAM and kitchen equipment
- To undertake any Health and Safety training as required by the DOL.

Review of Job Description

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Line Manager.

Academy Ethos

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Support the academy in meeting its legal requirements for worship
- Promote actively the academy's corporate policies
- Comply with the academy's health and safety policy and undertake risk assessments as appropriate