

College:	De Lisle College: A Catholic Voluntary Academy
Job Title:	Art, Design & Technology Technician
Grade:	Grade 6
Hours:	37 hours per week, 38 weeks per year plus 74 hours
Responsible To:	Head Teacher, Business Manager, Subject Leader of Learning
Key Relationships/ Liaison with:	Teachers, classroom support staff, Business Manager
Job Purpose:	<p>To support the work of the college in meeting the academic needs of students through:</p> <ul style="list-style-type: none"> • The provision of appropriate resources to staff and students for the delivery of classroom teaching and workshop practice • The maintenance of machinery and other equipment, hand tools etc. in accordance with Health and Safety guidance and BS4 163 • Assistance in the classroom to staff and students to enable effective use of design technology equipment.

MAIN DUTIES AND RESPONSIBILITIES:

- 1 By reference to timetables and/or teachers' instructions, to ensure the availability of all materials, equipment and other resources that are required for demonstration lessons and students' practical work, so as to ensure that teaching staff are able to deliver planned lessons and maximise lesson time contact with students, and such that students can maximise the use of lesson times.
- 2 Advise teaching staff on the feasibility, availability and financial implications of obtaining materials requested by students' for practical lessons and examination projects.
- 3 Produce prototype projects, advise teaching staff on the feasibility of delivering such products, provide costings of the materials required and to produce jigs for students to use to simplify manufacture and ensure safety in practical making of the projects.
- 4 Order equipment and materials, under the direction of the Subject Leader of Learning, Art, D&T. To keep a stock of materials required, to enable the department to work within budget and to ensure that materials and stocks needed for lessons are always available.
- 5 Prepare, cut and supply such materials as are required by individual students' in lessons and during practical examinations to enable students' to undertake work required 'on time'
- 6 Where practicable, to maintain equipment, and/or to oversee contractors in the maintenance and upgrading of machinery within the Art, Design and

- Technology department to ensure compliance with Health and safety regulations BS4 163.
- 7 Undertake repairs and maintenance of equipment to maximise its usage and minimise need for replacement thereby providing cost effective support.
 - 8 To arrange for the safe storage of resources such as woods, plastics, paints, gases and glue adheres, including where necessary, assisting with unloading of deliveries.
 - 9 Implement regular safety checks on all equipment in accordance with regulations including annual PAT testing of portable electrical equipment.
 - 10 Ensure hand tools and equipment used in workshops and design areas are kept in secure manner and in a state of good repair, to ensure they are always safe to use.
 - 11 Provide advice, as necessary, on Health and Safety procedures to staff and students; alerting staff, as necessary, to any 'unsafe' practices by students, so as to reduce the possibility of accidents.
 - 12 To undertake appropriate training as required adopting and implementing the latest Health and Safety regulations.
 - 13 Undertake an integral role in the support of students learning throughout the technology curriculum and, in conjunction with teaching staff, to assist students in workshop practice and in the use of potentially hazardous machinery and equipment.
 - 14 Assist in the classroom by overseeing and/or assisting students doing practical work in order to enable them to maximise their use of available lesson time, and to provide assistance with any problems being encountered, thereby enabling them to complete work required 'on time' and within available budgets.
 - 15 To provide supervision to GCSE and 'A' level students in completing project work in the diverse range of subjects that make up an Art, Design & Technology Department, this includes, a wide range of processes in I.C.T., Sense & Control, CAD/CAM, Electronics, Vacuum Forming etc.
 - 16 To give support to teaching staff and students in the use of ICT software for CAD/CAM and similar Design processes, Draw packages such as Techsoft 2D and Solidworks, Microsoft Word, Publisher and Excel.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the college and disseminate as required
- Expenses will be paid in accordance with the Local Conditions of Service
- Work to promote and apply the colleges Safeguarding and Child Protection policy and practices
- Work to promote and apply the colleges Equality and Diversity policy and practices
- The post holder will respect confidentiality issues linked to home/student/teacher/college work and to keep confidentiality as appropriate
- As a member of staff working in a college setting the post holder will have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students
- The post holder will ensure awareness of and compliance with personal responsibilities and requirements communicated by college policies and procedures including Health and Safety
- The post holder will be required to undertake general administrative tasks as required

Subject to the duration of the need and by negotiation, the special conditions given below apply:

- The post holder will proactively undertake student supervision as required as part of a wider staff team, e.g. fire drill duty, Parent Interview Days, bus duty, lunch duty
- The post holder may be required to provide assistance with the invigilation of examinations
- The post holder may be required to be an appointed person for first aid and medical duties
- The post holder may be required to accompany and supervise students on educational visits
- As a member of staff in a college setting you may have the opportunity to participate in programmes for mentoring students and to participate in extra-curricular activities and to work alongside a form tutor in a pastoral capacity

It is vital to the ethos of the Support Team that the post holder is flexible in taking on additional tasks, willing to offer help to, and cover for, other members of the Team, and treats co-operation and support for colleagues as a top priority.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Skills/Abilities	Essential	Desirable
Ability to work as part of a team	X	
Ability to relate to people both in person and on the telephone	X	
Ability to deal with day to day issues on own initiative	X	
Ability to move heavy furniture	X	
To possess good DIY skills	X	
Ability to present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all	X	
IT literate	X	
Experience		
Experience of working as part of a team	X	
Handyperson experience		X
Technician/manufacturing experience in school or similar environment		X
Knowledge and understanding		
Awareness and understanding of basic safety and security measures	X	
Sound knowledge and skills relating to the use and maintenance of machinery used	X	
Working knowledge of relevant policies/codes of practice/procedures	X	
Knowledge of Health and Safety procedures and precautions	X	
Knowledge of basic fire regulation requirements		X
Knowledge of COSHH regulations		X
Awareness of health and hygiene procedures		X
Knowledge of moving and handling procedures		X
Qualifications/training		
Possess an NVQ qualification in English and Maths or as an alternative previous experience in a similar role	X	
Participate in development and training opportunities	X	
Possession of a current machine safety		X

certificate		
Other conditions		
A positive 'can do' attitude	X	
Enhanced DBS clearance	X	
Support the ethos of the school	X	

Daily

Morning:

- Check rooms
- Power on
- Check over machines
- Deal with any emails/email tasks

During:

- Sell stock from shop
- Support teachers when needed

Evening:

- Clear rooms/shut down rooms
- Power off
- Lock doors
- Stack chairs/stools
- Tidy round

Weekly

- Inspect machinery/Sign room machinery register if machinery is in good order (Monday morning)
- Check/empty bins
- Check/empty recycling
- Vac workshop for dust
- More in-depth tidying if needed
- Restocking printers
- Restocking paper in rooms
- Check/clean sinks
- Check/clean/tidy cutting room

None specific jobs

- Cut wood for practical lessons
- Cut fabric for textiles lessons
- Restock room equipment
- Repair machines when needed
- Replace blades on hand tools and machines
- Stock taking of various stock cupboards

- Orders – Putting in orders/checking delivered stock/researching specific materials
- Collecting/returning/checking invoices
- Stock taking of Art shop
- Cashing Art shop
- Running laser cutter for various projects
- Recycling materials/projects – components from circuit boards/wood from old projects
- Assist in food when needed
- Photocopying
- Dealing with IT issues – e.g. changing toner
- Liaise with IT support regarding issues
- Laminating
- Tidy/Stock graphics paper cupboard
- Refill crayon/pritt-stick/scissor blocks
- Emptying extractors
- Year 9 Class data – collect return forms/sort class groups
- Year 8 and 7 class groups when needed
- Write out timetable
- Update timetable through the year and re-print
- Liaise with cover supervisors