**Saracens High School**

**Job Description**

**Job Title: Technician – Design & Technology (Part-time 0.5)**

**Responsible to: Subject Lead – Design & Technology**

The main purpose of this role is to support the class teacher with the teaching of design and technology by developing, preparing and maintaining appropriate facilities, equipment and materials for use by students and staff.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every pupil.

Your key responsibilities as a **technician for design and technology** are to:

* Provide timely and effective preparation of materials for lessons (from Key Stage 3 to Key Stage 5), through regular liaison with teaching staff
* Preparation of all apparatus for practical lessons throughout the school
* To clear and tidy workplaces and preparation areas after lessons and at the end of the day
* Checking and compiling stock lists for apparatus and resources
* Assist students with practical work as directed.
* Carry out regular safety checks on equipment and classrooms as appropriate
* To ensure the maintenance of a healthy and safe working environment through:
* actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources
* keeping up to date with current procedures and practices through continuing professional development
* the provision of technical advice and support on health & safety issues to teaching and trainee technical staff
* the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards

**Other Professional Requirements**

* Contribute with the school enrichment programme through inspiring others with your talents or passions.
* To take part in family service and contribute to the duty rota as necessary
* To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
* To adhere to school Health and Safety policy including risk assessment and safety systems
* To adhere to school policy on equality and diversity
* To contribute to the overall ethos/aims of the school
* To appreciate and support the roles of other professionals
* To participate in training opportunities and professional development as required
* To be responsible for promoting and safeguarding the welfare of children and young people within the school

These key accountabilities outline the main areas of the role: they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs with in the school and at the direction of the Principal.