

The Dearne ALC - ADT Technician
JOB DESCRIPTION

JOB TITLE:	Art, Design & Technology (ADT) Technician
TEAM/FACULTY:	ADT
JOB PURPOSE:	To work under the direction of the Head of ADT to provide technical support to the ADT department
SALARY:	Grade 3
ACCOUNTABLE TO:	Head of ADT

STRATEGIC VISION, RESPONSIBILITIES & ACCOUNTABILITIES

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. Planning, preparing and assessing, recording and reporting on pupils' achievement, progress and development

Support to the Classroom

- Provision of support services to the teaching staff in organising the requirements for their work
- Preparation of materials to exact specification from stock as directed and clearing away equipment.
- Operation of and preparation of computer aided manufacturing equipment including a laser cutter
- Assistance to teaching staff with demonstration lessons and practicals
- Oversight of specialized teaching areas, stores and/or preparation room and arrangements for maintenance and repair services to equipment and working surfaces
- Assisting in the maintenance of safety standards in the departments

Administration

- Maintenance of stock and breakage records, catalogues and user manuals
- Ordering, receiving and accounting for new stock and equipment

Resources

Assist with the development of resources by:

- Making of models and fixtures
- The design and making of the jig, fixtures, racks, tool trays
- Operation of audio-visual equipment and arrangement for appropriate maintenance and servicing
- Prepare and make teaching aids as required working on own initiative
- Design and construction of apparatus

Health, Safety and Security

Tool maintenance – familiarisation with competence in:

- Sharpening techniques for edge and point cutting and marking tools e.g. wood planes, chisels, twist drills, scribes etc.
- Routine maintenance of hand and machine tools including adjustment for wear and tear
- Routine maintenance and up keep of classroom kitchen equipment and tools
- Ensuring compliance of Health and Safety at Work
- To provide First Aid where necessary (training to be provided if not qualified)

Support to School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Assisting in the organisation of trips and extra-curricular activities
- Participate in training and other learning activities and performance development as required
- Assist with pupil needs as appropriate during the school day
- Support teaching staff as necessary in the lead up to GCSE examinations and to assist putting up their shows at the end of the year
- Prepare and maintain display boards in the ADT department and around the school
- To be able to communicate with parents if they would like to come into school to collect artwork
- Refill printers with paper and replace cartridges as required
- Assist pupils with basic computer work and printing
- Attend Open Days once a year if required

Performance Management

- Participating in the School's arrangements for performance management, professional development and that School's arrangements for quality assurance and internal verification
- Attend relevant CPD opportunities

General Responsibilities

- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine

Safeguarding

- The Dearne ALC is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

Please note:

As with all job descriptions, the information provided above is intended to be a detailed overview of the core responsibilities and accountabilities; individual job descriptions should not be seen, and indeed are not intended to be "straight-jackets" as duties and responsibilities will inevitably vary over time, particularly as here when there is the development of new posts.

All staff are part of the Dearne ALC. Each individual is required to support the values and ethos of the School and the School's priorities as defined by the School Improvement Plan. This will mean focusing on the needs of colleagues, parents, students and being flexible in a busy pressurised environment.

March 2017