

**JOB DESCRIPTION**

**Post Title:**  Technology/ Art Technician

**Hours:** 37.5 hours per week.

Term Time plus INSET plus 1 week

**Salary Grade:** £15,496.00 (FTE £17,590.00)

**Responsible to:** CAL for Technology

**Conditions of Service:**  ULT Contract

**Purpose of Post**

* To assist all teaching staff in providing pupils at Stockport Academy with a relevant and effective Design & Technology experience and ensure high levels of achievement.

**Responsible for**

* To assist Art and Technology staff in developing appropriate resources for teaching and learning.
* To ensure that all Health & Safety requirements are met under the direction of the CAL.
* To assist in administrative duties in accordance with Teacher workload agreement.
* 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 Technology provision.
* To assist teaching staff in promoting and raising the profile of D & T within and outside the Academy.
* To support the development and delivery of Computer Aided Design & Manufacture in D&T
* To shop for and weigh out ingredients for food tech.
* To write, update and maintain risk assessments for the whole department.
* To be responsible for ordering and chasing up orders.
* To be prepared to source resources, consumables and equipment at short notice.
* To organise and run after school events such as open evenings where DT, particularly food tech can be promoted. Providing interactive activities.
* To be prepared to work with small groups on curriculum projects such as catch up lessons for pupils.
* Plan, shop for and run enrichment food club.
* Ensure food areas such as sinks, cookers and worktops are kept clean, hygienic and tidy.
* Support and give general direction to DT technician.
* To confidently and safely use all workshop machinery and support staff in the absence of technician.
* To use knowledge and experience to implement effective systems that increase the efficiency of practical rooms and workshops.
* To confidently liaise between all departments, parents and pupils.
* Design, put up and maintain displays and exhibitions within the department and assist with GCSE mounting of work in Art.
* To maintain and store stock in a tidy and user friendly manner.
* To load and operate the kiln.
* To prepare and cut fabric, paper and card.
* Re-stretch printing screens.
* To ensure all aprons, towels and T towels are laundered and fit for purpose.
* To prepare examples of work which can include sewing, food, laser cut or Art projects.
* To ensure any equipment that requires regular servicing is up to date.
* To update the school food plan with curriculum developments where necessary.
* To assist in Reprographics providing assistance to Resource Manager in photocopying, printing and producing resources for all staff.
* Assist Resource Manager and Examinations Officer in the production of whole school exam papers.
* To be a pro-active member of the marketing team including preparation of marketing events, posters, signage etc.
* To assist in maintenance of all copiers, servicing and meter readings.

**Key Tasks**

* To prepare materials and equipment for practical lessons.
* To maintain machinery and equipment in accordance with Health & Safety requirements.
* Carry out weekly Health & Safety checks on all equipment and machinery and report directly to the Head of Department.
* To write, update and maintain Risk and COSSH assessments

**General**

* To have due regard for data protection, confidentiality and Health and Safety policies
* To undertake appropriate training as required
* To undertake any other duties which may be assigned to the post from time to time as directed by the Principal
* Job Descriptions for all posts in the academy will be subject to review and may be modified after consultation with the holder of the post.
* To ensure a rigorous approach towards the commitment to protect students at Stockport Academy, giving clear signals that the academy takes the safeguarding of students seriously in all aspects of its practice.

This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder.