



Heathside Walton-on-Thames School Job Description

Job Title	Resistant Material Technician	Grade	ElmWey Pay 5
Department	DT	Hours	As per Advert
Reports To	Curriculum Area Manager	Weeks	38.4

JOB PURPOSE

Supporting DT teachers in delivering the curriculum and practicals, assisting in lessons to ensure a safe and engaging learning environment. Under direction of the Curriculum Area Manager (CAM) manage the departmental budget to provide learning resources, tools and equipment, maintaining stocks and ensuring appropriate maintenance, inspection and compliance with Health and Safety requirements.

MAIN DUTIES AND RESPONSIBILITIES

Supporting Learning

- Preparation of tools, materials and equipment for lessons as required by teachers, ensuring well organised, smooth running and engaging lessons, returning unused material to appropriate store.
- Support teachers in lessons, i.e. assisting students and demonstrating methods and techniques to them in order to acquire new skills.
- Produce prototype projects and costings, advising teachers on feasibility and practical requirements for teaching delivery.
- Ensure all teaching rooms, workshops and storage areas are maintained clean and tidy and ready for use, liaising with site and ICT staff regarding appropriate issues e.g. inadequate cleaning, PCs/Software not working or development requirements.
- Ensure all tools, materials and equipment including safety equipment are stored safely, well maintained and stocked ensuring compliance with COSHH and other current health and safety requirements.
- Carry out visual checks of all machinery and appliances before use to ensure it is safe for students and staff use, overseeing and organising appropriate maintenance and inspection ensuring compliance with health and safety requirements.
- Organise the safekeeping of students work and assist in preparing classroom and corridor displays, mounting and removing work as required to enhance the learning environment.
- Under direction of the CAM compile and maintain records of risk assessments in line with best practice and CLEAPPS guidance. Undertake risk assessments to ensure safe working practices are followed, reporting any issues to the CAM and school Health and Safety Coordinator.
- Ensure necessary safety signage and equipment is located appropriately i.e. adjacent to machinery.
- Ensure each technology teaching area is kept locked and secure when not in use, ensuring there is no unsupervised access to students and visitors, reporting any issues to the CAM or class teacher.
- Participate in discussions with teachers to understand their requirements researching and suggesting innovation i.e. new techniques as appropriate.
- Maintain an awareness of health and safety procedures in a DT environment ensuring safety of all students, staff and visitors.
- Provide technician support during school, liaison and out of hours activities, i.e. challenges and parents evenings as required.
- Provide support to teaching staff and students in the use of ICT software for CAD/CAM and similar design processes.

Staff:

- In conjunction with the CAM lead and manage the technician(s) to support the DT department, coordinate and undertake training, appraisal and contribute to recruitment processes.
- Meet regularly with CAM to plan strategic requirements for smooth running of DT.

Administration:

- Under direction of the CAM manage the departmental budget including allocating and monitoring of expenditure ensuring sufficient resources throughout the entire financial year.
- Order equipment and materials following correct financial and procurement procedures; obtain best value and ensure budgetary control. Assist with unloading and checking deliveries, notifying Finance of any discrepancies.
- Maintain inventory of equipment and monitor stocks of resources and consumables, to ensure all lessons are fully resourced.
- Ensure end of life equipment and materials are disposed of as necessary within financial procedures and complying with hazardous waste requirements.
- General administration as directed including photocopying and filing. Develop systems using ICT to improve effective administration processes.

Other Duties:

- Contribute to the Trust's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- Share good practice across the Trust.
- Take responsibility for your own well-being;
- Participate in appropriate induction programmes to support new staff and provide excellent support for those members of staff who are new to an education environment.
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.

Generic Duties relevant to all members of staff

- The ethos of the Trust is included within the strapline "Endeavour and Prosper" and its core value of 'Respect'. All staff are expected to be committed to this ethos in everything they do and avoid any action that may detrimental to the interests of the Trust.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- As a member of the Trust your role will be based at Heathside School. However, you may be asked to work at other academies within the Trust or partner schools and you should expect to travel between sites as required.
- Teaching and Learning is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.
- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.
- ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

The job description and person specification are current at the date issued. The duties, responsibilities and accountabilities highlighted are indicative and may vary over time at the discretion of the Trust, in consultation with you, to meet changes to regulations or circumstances. These would be commensurate with the grade and title of the post. This job description is an integral part of the Appraisal and line management process.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Person Specification	Essential	Desirable	How Assessed
<p>Experience</p> <p>Experience within an educational DT/workshop maintenance environment</p> <p>Experience of using technology machinery including specialist equipment and tool</p> <p>Experience using specialist software i.e. CAD/CAM and other design specific software</p> <p>Experience of risk assessing and ensuring a safe environment</p> <p>Experience using Microsoft Office 2007/2010</p> <p>Experience using Apple products</p> <p>Working knowledge of DT curriculum</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>App/Int/Ref</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>
<p>Skills, knowledge and abilities</p> <p>Knowledge of codes of practice i.e. CLEAPPS, COSHH and awareness of relevant health and safety legislation</p> <p>Excellent ICT skills including Word, Outlook and Excel</p> <p>Effective written and oral communication and presentation skills</p> <p>Effective time management and organisational skills</p> <p>Ability to follow instructions and give advice</p> <p>Meticulous attention to detail & maintain high level of accuracy</p> <p>Ability to work on own initiative and under pressure to tight deadlines</p> <p>Ability to learn new skills and processes quickly</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>		<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>
<p>Qualifications and Training</p> <p>Have a sound educational background with good literacy and numeracy skills</p> <p>Relevant NVQ and/or health and safety certificates</p>	<p>E</p>	<p>D</p>	<p>App</p> <p>App</p>
<p>Personal attributes</p> <p>Good interpersonal skills, to assist guide and train a diverse range of users</p> <p>A clear communicator with a diverse client group – Adults and young people</p> <p>Flexible, efficient and highly organised,</p> <p>Ability to work accurately and methodically</p> <p>Sensitivity and awareness of confidentiality requirements</p> <p>Committed to safeguarding the welfare of young people</p> <p>Self-motivated and committed to personal development and working proactively as part of wider school team, possessing enthusiasm for technological developments</p> <p>Excellent client care skills</p> <p>Committed to equality of opportunity</p> <p>Able to work effectively within a team & collaborate to achieve objectives</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>		<p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p>

App = Application **Int** = Interview/Test **Ref** = Reference

Employee Name		Line Manager Name	
Employee Signature		Line Manager Signature	
Date		Date	