

PANGBOURNE

JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title:	DESIGN TECHNOLOGY TECHNICIAN	
Reports to:	Head of Design Technology	
Manages (if appropriate):	N/A	
Department:	Design Technology	
Hours per week:	Term Time Only:	
	Monday / Tuesday	08.45 - 18.00 (1 hour unpaid break)
	Wednesday	08.45 - 14.00 (30 mins unpaid break)
	Thursday/ Friday	08.45 - 17.00 (1 hour unpaid break)
Key working relationships:		
Head of DT Member of the DT Department Academic Teaching Staff Bursary Staff		
Job Summary:		
Provide individual and small group support to assist the classroom teacher, preparation of materials for lessons. Providing a safe working environment for staff and students.		
Duties and responsibilities:		
<ul style="list-style-type: none">• To provide a high quality of support to teachers and pupils who require this in lessons.• Ensure the DT Department and workshops provide a safe working environment i.e. clean, tidy, accessible, health and safety protocols are followed by staff, students and visitors.• Ensure that equipment and machinery are safe to use.• Ensure that Servicing and Maintenance of equipment and machinery is kept up to date.• To comply with health and safety issues within DT and maintain safety levels of equipment, reporting any faults immediately.• Ordering and maintaining department resources ensuring effective stock control.• Department administration.• Attending Department meetings as required.• Assisting with work in the case of absence.		

- Maintaining good quality classroom displays and contributing to departmental display areas.
- Supporting and helping other members of department.
- Taking responsibility for individual tasks as agreed with Head of DT.
- Attending INSET as required.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College. This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.
The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.
The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.
The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

It is the firm policy of the College to promote a happy, professional, yet “family” atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.

November 2021

