



Job Description

Job Title:	Trust Design Technology Technician
Grade:	Scale 5
Hours of work:	Term time only plus one week
Line Manager:	DHT Curriculum with direct reports to Head of DT in each school
Team membership:	Arts Faculty at TGSB and TGSG; Educational administrative and technical support
Supervisory Responsibility:	None
Functional Relationships:	<ul style="list-style-type: none">● Internal: CEO & Executive Headteacher, Head of School, Senior Leadership Team, Head of Arts Faculty TGSB and TGSG; Design technology teaching teams TGSB and TGSG; students,● External: Health and Safety Inspectors
Home School:	TGSB and TGSG depending on time-table requirements

Main purpose of the post

- To prepare and promote the development of technology practical work to meet teaching, student and learning needs across TGSB and TGSG within the Faculty of Performing and Creative Arts
- To manage resources for technology areas
- To advise staff of technical requirements raised by the curriculum, ensuring the health, welfare and safety of staff and pupils in accordance with health and safety legislation.

Specific Responsibilities and Tasks

- **Preparing and promoting the development of Design Technology practical work to meet teaching, student and learning needs**
 - To check and prepare materials, resources and equipment for daily use and prepare materials for long term projects.
 - To check that equipment is provided at the start of lessons and returned by teachers at the end of the teaching session.
 - To carry out routine maintenance of tools and equipment.
 - Set up as necessary all equipment required by teachers for class demonstration or by students for practical classes.
 - Work alongside and support teachers during Design Technology lessons designing and making activities to aid student progress as and when required.
 - To provide technical advice and assistance to both staff and students.
 - Ensure the display is currently showcasing students' project work and artefacts.
 - Prepare materials and/or resource packs for teacher and student's projects.
 - Duplicate worksheets for use within the learning area as required.

CEO & Executive Headteacher: Mrs Sally Yarrow

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- Transfer student's work to digital media as required.
- To manage the central archiving of teaching resources throughout all areas of the learning area.
- **To manage resources for technology areas**
 - Advise staff (including Heads of DT, and Heads of Faculty) on the current state of materials and other stocks and undertake routine inventory checks.
 - Maintain storage for tools, equipment and student's folders and project work.
 - Maintain stock levels and ordering materials and components as necessary.
 - Prepare budgetary forecasts with the Head of DT and Heads of Faculty.
 - Work with the Head of DT to oversee departmental spending and ensure that the budget constraints are met.
 - Ensure all projects and materials are economical and viable and are costed and approved by appropriate Line Manager.
 - To undertake other duties of a similar level and responsibility as may be required from time to time.
- **Advising staff of technical requirements raised by the curriculum, ensuring the health, welfare and safety of staff and pupils in accordance with health and safety legislation.**
 - Ensure that all workshops and storerooms are maintained at a level compliant with the Health & Safety at Work Act.
 - To maintain continuous oversight of working practices within the learning area.
 - To ensure that all safety procedures are being strictly adhered.
 - To check and maintain stock levels of all first aid boxes and ensure that all safety exits are operational and remain clear.
 - To ensure that practical areas, tools, equipment, machines and materials are kept in operable and safe working order at all times.
 - To ensure that safety glasses and other equipment is well maintained and easily accessible by students.
 - To carry out safe disposal of all waste materials.
 - Empty and clean dust extraction units as required.
 - Ensure that risk assessment sheets are held on file and are updated at regular intervals

General Responsibilities

- To support in the delivery of the Trust's provision across the Trust's schools as directed by Executive Headteacher in line with the ethos of the Trust
- To uphold the staff Code of Conduct and ensure that personal and professional conduct is in line with the ethos of the Trust.
- To be aware of and to adhere to child protection policy and procedures.
- To be responsible for own continuing self-development, undertaking training as appropriate.
- To engage in the Trust's Appraisal process
- To undertake any other reasonable duties that may be required by the Executive Headteacher or Head of School

This job description is designed to outline the main duties and responsibility associated with the post but is not intended to be an exhaustive list of all duties performed. It may be subject to modification or amendment at any time after consultation between the post-holder and Executive Headteacher. These responsibilities are subject to the general duties and responsibilities contained within the statement of contract.

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Confidentiality

During the course of your employment you may see, hear or have access to information on matters of a confidential nature relating to the work of The Green School Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation

Data Protection

Employees of The Green School Trust will have access to data and personal information that must be processed in accordance with the terms and conditions GDPR May 2018.

Equal Opportunities

Directors are committed to achieving equality of opportunity and expect all employees to implement and promote their policy in their own work.

Safeguarding Children

The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to the statutory guidance "Keeping Children Safe in Education"

Staff are expected to adhere to the Trust's Safeguarding Policy and to undertake regular training.

This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

Health and Safety

You are required to comply with the school's Health and Safety policy at all times

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

Job description reviewed June 2023

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