**Job Description**

**Title of Post:** Technology and Vocational Technician

**Responsible to:** Head of Department

**Purpose of Job:** To provide comprehensive technical support to staff and students working in the Technology and Vocational subject areas. To maintain equipment and assist in the smooth running of the department.

To ensure the efficient preparation and organisation of lesson materials as required

To share responsibility for H&S within the Department in conjunction with Head of Dept.

To prepare and clean/clear lesson materials

All staff are involved in annual performance management and pay review.

**Example Duties and Responsibilities:**

* To identify, plan, coordinate and undertake own and staff H&S training as required.
* To work in collaboration with Head of Dept to ensure all risk assessments are in place and up to date.
* To maintain records of H & S training and machine maintenance.
* To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to workshops.
* To prepare materials for practical lessons as directed by the teacher.
* To work alongside students in preparing materials for examination coursework under the direction of teaching staff.
* To manage departmental equipment and materials and ensure appropriate stock levels are maintained
* To ensure periodic and routine inspection and maintenance of equipment and resources are carried out and appropriately documented.
* To update displays in classrooms and subject areas termly
* Monitoring levels of disposable stock items and ordering equipment
* Keeping classrooms clean and tidy
* To support with welfare and supervision of students when necessary.
* Telephone/ Administration work in relation to these duties.
* Textile Duties, as above and including preparing fabrics and resources for practical lessons.
* To support Technology Department as required.
* To support other departments such as Drama and also Primary liaison events in the production of resources requiring technical expertise.
* All staff have a responsibility for the safeguarding and promotion of well-being of all students.
* To ensure that the requisite Health and Safety Regulations and Codes of Practice are complied with for the safety of students and staff.
* Any other reasonable request by the Headteacher

**Person Specification**

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Successful experience working in specialist area in learning environmentNVQ Level 2 or equivalent in specialist area |
| Knowledge of relevant policies and procedures | Basic knowledge of First Aid and general outstanding of the school |
| Literacy | Ability to read and write technical reports  |
| Numeracy | Good numeracy skills |
| Technology | Excellent working knowledge of equipment and ICT packages relevant to specialist area  |
| **Communication** | Written | Ability to write reports, letters etc |
| Verbal | Ability to use clear language to communicate complex information unambiguouslyAbility to listen effectively |
| Languages | Seek support to overcome communication barriers with children and adultsKnowledge of specialist terminology etc. |
| Negotiating | Ability to negotiate effectively with adults and children |
| **Working with children** | Behaviour Management | Ability to demonstrate effective implementation of the school’s behaviour management policy  |
| SEN | Understand and support the differences in children and adults in relation to the role |
| Curriculum | Good understanding of the school curriculum relevant to specific area |
| Child Development | Good understanding of how the role contributes to child development  |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing  |
| **Working with others** | Working with partners | Ability to make a contribution to the work of the team supporting children |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children and other adults |
| Team work | Ability to work effectively with a range of adults |
| Information | Ability to provide timely and accurate information |
| **Responsibilities**  | Organisational skills | Good organisational skillsAbility to remain calm under pressure |
| Time Management | Ability to plan and manage own time effectively |
| Creativity | Demonstrate a highly creative approach to supporting learning |
| **General** | Equalities | Awareness of and promotion of equality |
| Health & Safety | Good understanding of Health & Safety |
| Child Protection | Understand and support child protection procedures  |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Demonstrate a clear commitment to develop and learn in the role |