

# **Great Academy Ashton**

## **JOB DESCRIPTION**

<b>Post:</b>	<b>Design &amp; Technology and Supervisory Technician</b>
<b>Reporting to:</b>	Subject leader
<b>Salary Scale:</b>	Band 4 – term time only plus 3 days, 30 hours per week
<b>Academy Type:</b>	The Academy is a publicly funded independent secondary Academy for pupils aged 11 – 16

## **JOB PURPOSE**

To provide technical support to teaching staff in the Design and Technology department and to support the work of the team of subject based technicians.

## **KEY RESPONSIBILITIES**

- Prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources and the stocking of classrooms with consumable items.
- Assist teachers and students during lessons as directed.
- Assist with the maintenance and deployment of all A/V equipment within the department.
- Manufacture students work from 2D design using the laser cutter.
- Control and store safely all chemicals, flammables and specialised solutions, ensuring that all current Health & Safety and COSHH regulations are adhered to.
- Carry out first line servicing of all machines and equipment ensuring safe and reliable. This will include cleaning, oiling, sharpening, removing dust and carrying out minor repairs.
- Maintain the good order and organisation of the design and technology workshop and storage areas.
- Maintain all necessary safety signs and PPE adjacent to machinery and maintain a record of all equipment checks including annual servicing of equipment.
- Review and update risk assessments and method statements for Design & Technology and advise the Head of Department when updated so that they can be communicated throughout the department.
- Keep sinks and worktops clean, clear away equipment left out by teachers after practical lessons and maintain aprons in a serviceable condition.
- Place orders, receive equipment and materials and maintain an inventory system for items with a replacement value of £50 or more. Ensure that stock is replenished in a timely manner so that supply to the classrooms is maintained.
- Prepare display materials and equipment for parents' evenings and take a proactive lead in the display of student work around the school
- Undertake other design technology tasks as requested by staff.
- Coordinate the deployment of the team of subject based technicians

## **OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)**

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.