



Job Description: Design and Technology Technician

Purpose	<p>To provide an efficient and effective technician support service to Design and Technology, which adds value, facilitates the achievement of educational objectives and contributes to the provision of a safe and stimulating educational environment.</p> <p>This includes assisting in Design and Technology practical work and supporting the department's teaching staff in the delivery of the Technology curriculum. Awareness of and adherence to, current health and safety codes of practice.</p>
Reporting to	Lead Teacher of Design and Technology
Salary	Grade 14

Key Responsibilities	<ul style="list-style-type: none">• To be responsible for communicating effectively with DT staff in order that workshops are properly equipped for all lessons• To be aware of the Design and Technology curriculum and its technical needs• Prepare tools, equipment, visual aids and materials for Design and Technology, resourcing lessons to meet defined learning outcomes as identified by class teachers• Provide technical support, advice and assistance to individual and small groups of learners under the direction of class teachers• To construct, develop and modify equipment and apparatus for teaching and extra-curricular purposes. This includes demonstration models and display boards.• Be responsible for the workshops and equipment and machinery within, including the carrying out of essential maintenance checks• Support the preparation of display materials and equipment for Parents' Evenings/Open Evenings where appropriate• Assist with the general Health and Safety aspects of the department: safe storage of all materials and equipment ensuring that current Health and Safety, COSHH, and ESCC regulations are adhered to• Be responsible for the provision of clean and usable protective clothing such as safety goggles and masks• Be responsible for the provision and maintenance of necessary safety notices and maintain records of equipment checks• Provide advice and guidance for project work, including sharing knowledge of specific aspects of new technology, software and hardware with colleagues and learners• Clear away tools, equipment and materials after classes, ensuring the safe disposal of waste materials• Undertake the care and maintenance of workshops, faculty areas, tools and equipment; ensuring security, safe storage and cleaning, carrying out appropriate repairs and reporting when any external repairs or renewals are required
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Additional Responsibilities

- Ensure the safe storage of potentially harmful materials, where relevant, in accordance with Care of Substances Hazardous to Health (COSHH), and monitor tools, equipment and machinery on a regular basis to ensure that they are safe before issuing to learners or colleagues
- Maintain accurate and up-to-date records of all safety checks and risk assessments, working with colleagues to produce and maintain Create and Perform Faculty risk assessments as required
- Carry out all duties safely with due regard for the health and safety of others and yourself, ensuring that health and safety training, risk assessments and best practice and protocols are always adhered to
- Operate an effective stock control and ordering system, including obtaining quotes from suppliers
- Test new tools and equipment and assist in the development of new practical work for lessons and exams

- Undertake regular first aid training and administer first aid as required
- Being aware of, and complying with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of, and supporting, difference and ensuring all students have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the Academy
- Assisting with the supervision of students out of lesson times, including before and after school and at break and lunchtimes, as required
- Being flexible to meet the department/student needs
- Accompanying teaching staff and students on visits, trips and out of school activities, as required, and taking responsibility for a group under the supervision of the teacher and other staff
- To ensure the aims, priorities and policies of the Academy and Trust are adhered to
- Act as a positive representative and always be an advocate for the Academy and its students in all circumstances
- Undertake additional duties commensurate with the grade as directed by your line manager
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
- Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress
- Attend relevant meetings, participate in training and other learning activities and performance development, as required
- Take on additional responsibilities, as required by the Headteacher and the Executive Leadership Team of the Wessex Learning Trust

The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the Child Protection and Safeguarding Policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the Trust's Child Protection Procedures will be followed alongside implementation of the Trust's Disciplinary Procedures.

This post will require online checks to be undertaken and an enhanced DBS check, as well as medical clearance.

This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

Signature (Employee):	
Date:	
Signature (Line Manager):	
Date:	