



Design & Technology Technician (Resistant Materials) Job Description

Post Title:	Design and Technology Technician (Resistant Materials)
Purpose:	To maintain and provide safe, organised equipment, materials and resources to support engaging and effective learning within Design & Technology.
Reporting to:	Head of Design & Technology and Head of Faculty.
Liaising with:	Design & Technology and Creativity & Innovation Faculty staff, other relevant school staff, students, suppliers and external contractors as required.
Working Time:	6 hours per week on Wednesday, start and finish times to be discussed
Salary/Grade:	Grade 14
Disclosure level:	Enhanced

Main (Core) Duties:

You'll be involved in:

- Preparing materials, including wood, plastics and metals, ready for use in lessons and student projects.
- Preparing, setting up and maintaining tools, machinery and workshop equipment.
- Editing and preparing CAD files for manufacture using equipment such as the laser cutter and 3D printers.
- Supporting students and staff during practical lessons where required, helping to ensure tools and equipment are used safely.
- Carrying out routine checks and helping to ensure machinery, tools and equipment remain safe and ready for use.
- Keeping workshops, preparation areas and material stores safe, tidy and well organised.
- Supporting other practical activities within the Creativity and Innovation Faculty where required.

The post holder:

- Uses initiative and practical problem-solving skills to support the preparation of resources and respond to technical issues.
- Works within departmental health and safety procedures and relevant regulations when identifying solutions to practical or technical problems.
- Responds to changing priorities and immediate technical requirements while ensuring that resources and equipment are prepared in time for scheduled lessons.
- Uses materials and resources effectively and economically while supporting the practical requirements of the curriculum.
- Makes day-to-day decisions relating to the preparation, organisation and safe use of materials, tools and equipment within agreed procedures.
- Makes appropriate decisions regarding the condition and safe use of equipment within the limits of their training and competence.
- Works within prescribed health and safety procedures and refers significant concerns or decisions to the Head of Design & Technology.
- The role involves regular physical activity, including preparing materials and moving resources and equipment within workshop and preparation areas.
- Appropriate manual handling procedures and equipment must be used where required.
- The post holder will work within a workshop environment using a range of materials, tools and machinery and may be exposed to associated noise and dust within appropriately controlled conditions.

- Appropriate personal protective equipment must be worn where required.
- Regular contact with Design & Technology teaching and technical staff and other members of the Creativity & Innovation Faculty.
- Contact with students when supporting practical learning activities.
- Liaison with other school staff as required.
- Contact with suppliers, contractors and other external organisations where appropriate.

We don't expect you to have worked as a school Design & Technology technician before. Previous experience of working with tools, machinery, materials, CAD/CAM or in a workshop environment would be beneficial, but is not essential. We are more interested in finding someone who is practical, reliable, organised and keen to learn. You might have experience from engineering, manufacturing, construction, maintenance, design, a practical hobby or another technical environment. Training will be provided for all aspects of the role, including the safe use of our workshop machinery, equipment and CAD/CAM systems.

Purpose of the position

- To prepare, maintain and organise resources and equipment to support the work of staff and students.
- To support, when required, the individual needs of students in a practical context.
- To support the Head of Design & Technology, Faculty staff and the wider work of the school as required.

Core Responsibilities:

- Operating a range of workshop tools, machinery and equipment as required.
- Monitoring the condition of workshops, hand tools, machinery and equipment and reporting faults or safety concerns to the Head of Design & Technology.
- Taking appropriate action where equipment or working areas may be unsafe, including removing equipment from use where necessary and reporting concerns to the Head of Design & Technology.
- Undertaking routine maintenance and minor repairs to departmental tools and equipment, where appropriately trained and competent to do so.
- Following COSHH requirements and departmental health and safety procedures and supporting the maintenance of relevant records.
- Maintaining the safe and organised storage of equipment, materials and components and supporting good housekeeping within workshops and preparation areas.
- Assisting other technical and teaching staff within the department as required.
- Supporting the safe and effective running of practical lessons.
- To support, when required, the individual needs of students in a practical context. This may involve:
 - Working with students individually or in small groups under the direction of teaching staff.
 - Supporting students with practical activities where additional technical assistance is required.
 - Assisting with practical processes requiring additional supervision or technical support.
 - Reinforcing safe working practices and the appropriate use of tools, machinery and equipment
- To support the Head of Design & Technology, Faculty staff and the wider work of the school as required. This may involve:
 - Supporting the development and preparation of resources for new projects and curriculum activities.
 - Assisting with departmental and whole-school displays.
 - Supporting enrichment activities, school productions and other practical activities where appropriate.
 - Assisting with the development and organisation of workshop rooms, preparation areas and facilities.

- Supporting practical activities across other areas of the Creativity & Innovation Faculty where appropriate.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are required to be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Please note the offer of employment is subject to DBS, medical, references and satisfactory completion of a six month probationary period.

Teaching Assistant Person Specification

Qualifications

Essential

- Good English, Mathematics, ICT and communication skills

Desirable

- Experience of working with children / young people

Experience

Essential

- Good communication skills and the ability to work as part of a team
- Ability to be reliable, resourceful and take the initiative
- Ability to balance priorities and changing demands under pressure
- Ability to work independently within agreed boundaries

Desirable

- Knowledge of working with secondary school aged students
- Previous experience of working with tools, machinery, materials, CAD/CAM or in a workshop environment

Personal Knowledge and Skills

Essential

- Practical and confident learning how to use tools and equipment.
- Well organised and able to work independently.
- Conscientious, with good attention to detail.
- Comfortable working in a busy workshop environment.
- Willing to learn new skills and undertake relevant training.
- Committed to maintaining a safe working environment.
- Positive about working within a school and supporting young people.

Crispin's Values and Ethos

Essential

- Value the contribution that each individual brings to the school community
- Respect and value diversity and promote equality
- Promote and model mutual respect
- Commitment to the importance of coaching and restorative justice
- Commitment to safeguarding and promoting the welfare of children and young people

Personal Qualities

Essential

- Positive attitude to student development.
- Good communication skills, flexibility, accuracy, strong organisational ability.
- Enthusiasm to support young people to develop.
- A strong commitment to ongoing professional development.
- Resilience.
- Ability to develop and maintain positive relationships with colleagues, staff, students.
- The ability to speak fluent English.

Desirable

- Possess an excellent sense of humour

Teaching Assistant – Job Description Declaration

Colleague's Name:		Date:	
Signature:			
Headteacher's Name:		Date:	
Signature:			