



## **Job Description:**

Post: **DT Technician**

Contract type: **Part Time 20 Hours**

(could be combined with currently advertised posts of Art and Food Technician or Product Design Teacher)

Commences: **January 2023**

Responsible to: **Team Leader - Design Technology**

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### **Main purpose**

*Provide technical and administrative support to teaching staff in craft design and technology departments*

*Support the teaching staff within the craft design and technology department to ensure safe and proper use and maintenance of resources and equipment*

### **Basic Expectations**

- Support the aims of the school.
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Comply with all decisions, policies and standing orders of the school and comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the General Data Protection Regulations (GDPR).
- Have a commitment to Child safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.
- Take responsibility for professional development, participating in staff training including INSET days where required, and the School's CPD and Professional Development procedures.
- Participate in the management of the school by attending meetings as required.

### **Main Duties and responsibilities**

- Prepare and maintain classrooms and workshops, prepare and maintain materials for use by staff and students, ensuring that an orderly, safe and healthy environment is provided for teaching activities
- Prepare and assemble teaching resources, apparatus, materials, machinery and equipment for use by staff and students
- Assisting teachers in preparation for examinations
- Test and monitor new equipment or machinery
- Maintain and undertake basic repairs to equipment where practical to do so
- Clean workshop equipment, and generally keep the department and its equipment running at optimum efficiency and cleanliness
- Be responsible for the safe storage of equipment and materials, and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures
- Be responsible for maintaining stock and ordering equipment and supplies
- Maintain an inventory of workshop equipment
- Assist with the issue and return of resources, textbooks or other teaching aids
- Working one-to-one with select students to aid their progress within Technology lessons.

- Contribute to teaching and learning sessions, as appropriate, by demonstrating or advising on proper and safe use of materials and equipment for practical activities, including directed support for individuals
- Undertake general administration tasks such as answering the telephone, photocopying, filing, paperwork etc
- Ensure that Health and Safety requirements and other relevant regulations, such as Control of Substances Hazardous to Health (COSHH), are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area
- Attend the school's open evening to support the D&T departments presentations to prospective students and parents - Time off in lieu will be arranged.
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed

### **Management**

- Decisions will be made on ordering and purchasing of stock; on ensuring the smooth and efficient running of the department; on prioritising and organising the running of the department; and on allocating resources as necessary.
- Work will take place with teachers on designing new projects

### **Networking**

- Daily interaction with teaching and other support staff
- Regular contact with pupils to assist them with learning; this may involve taking small groups or whole classes
- Regular contact with external suppliers and contractors in negotiating best value and purchasing

### **Notes**

The **DT Technician** will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the **DT Team Leader**.

This job description may be amended at any time in consultation with the postholder.

Applications will be reviewed on receipt and we reserve the right to interview candidates prior to the closing date, and the withdrawal of the vacancy prior to the closing date.

Langtree School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS disclosure including child barred list check, qualifications and references checks.