

## JOB DESCRIPTION

**POST TITLE:** DT Technician

**CONDITIONS OF SERVICE:** NJC

### PURPOSE OF POST:

To assist teaching staff and students learning through efficient and effective organisation/maintenance of materials and equipment. To be a Technician in the School and to assist in the art/technology areas as required and where appropriate use IT. To contribute to the development of an ethos of learning throughout the school.

### ORGANISATION RELATIONSHIP

Responsible to: -

- 1) Senior Leadership Team member with designated responsibility
- 2) The Headteacher
- 3) The Governing Body

Reports to: -

- 1) Teaching and Learning Leader for Art/DT

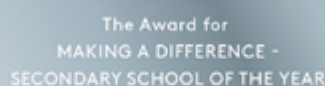
Liaison with: -

- 1) All staff
- 2) Resource agencies
- 3) Premises Manager
- 4) School Office

### MAIN DUTIES AND RESPONSIBILITIES

Responsibility or undertaking the appropriate training arranged or provided by the School is a fundamental expectation of all posts within the School.

1. To ensure art and technology classrooms and prep rooms are maintained to comply with Health and Safety requirements and to carry out safety checks as required.



2. To be aware and be regularly updated on Health and Safety regulations to check that Risk Assessments are carried out in prep rooms and workshops.
3. To be aware of the School's Health and Safety Policy and implementation of the Technology Department Safety Policy.
4. Preparation, maintenance and safe storage of equipment, both for demonstration and practical work, in the courses taken in the school at both sites. To service the whole range of workshop machinery and provide the resources required for lessons including photocopying, collation, typing, filing, etc.
5. To maintain the sewing machines by fixing minor problems and testing machines regularly
6. Reporting any repairs required to the appropriate person for action. Tidying up resources, tools and materials at the end of the school day. Maintain a standard of good cleanliness and tidiness throughout the art and technology classrooms eg. work benches, whiteboards, glassware, sinks etc.
7. To follow the technician timetable as directed by the curriculum needs in Art (including Photography) and DT subjects (including Textiles)
8. Requisitioning to the approved standards, receipts and storage of new materials. Also assisting the TLL with purchase orders and monitoring inventory.
9. Implementing the safe storage and handling of hazardous chemicals and paints, plus ensure workshop risks are kept to a minimum.
10. Keeping stock and breakage records and other such records as are required by the school.
11. Assisting in class with demonstrations of practical techniques and activities and supervision of students in the classroom. Supporting students on the sewing machines
12. Advising practically on 3D workshop techniques, assisting with material cutting and preparation requirements as needed.
13. Carrying out ad hoc project work around the school sites, as directed and not limited by the Headteacher, which is within the remit of the post.
14. To invigilate in public examinations, ensuring a professional service in accordance with Exam Guidelines and Procedures.
15. Attend departmental meetings as and when required.
16. To be a fully trained First Aider and to undertake medical needs training and administering of medication.
17. Designing and producing laser cut projects such as Shields or 2D Design.

### **ADDITIONAL DUTIES**

18. To assist the class teacher with the management, education, supervision and welfare of all children in the class.



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19. To supervise as required whole classes during absence of teachers, to maintain good order, keep pupils on task, respond to questions and generally assist pupils to undertake set activities.
20. Provide support to pupils under the direction of the class teacher including establishing constructive relationships with pupils and interacting with them according to their individual needs.
21. Work with the class teacher to use appropriate strategies and approaches to assist pupils to achieve learning goals
22. When appropriate, to contribute to the planning and review of lessons for the class carried out by the class teachers and other professionals.

### **GENERAL OVERVIEW**

1. To take part in the school performance review process
2. The post holder will be expected to undertake such tasks, which are commensurate with the position at the direction of the headteacher.
3. To support the Governing Body in its whole-hearted adoption of the School's policies and aims.
4. To contribute to the development of the school's values and ethos
5. Health and Safety is the responsibility of every employee and it is everyone's duty to ensure that tasks are carried out in a manner which is safe and absent from risk to themselves and others
6. This job description is not exhaustive and the post holder is expected to carry out any such tasks as are commensurate with the duties and responsibilities of the post
7. The post holder must be working towards or have demonstrable relevant equivalent experience, and must be able to undertake the full range of duties including more complex projects

Post holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## DT Technician Person Specification

### Experience and Qualifications

1. Good general education up to at least GCSE or equivalent
2. NVQ Level 2 in health and safety in the workplace or equivalent
3. Experience of working in a school and supporting in a classroom
4. Good Excel and Word
5. Good Adobe Photoshop Skills and knowledge in digital media / Photography processes
6. Excellent knowledge of sewing machines and textiles construction skills\*
7. Experience of designing and producing laser cut projects such as Shields/2D Design
8. Applying teaching assistant duties and advising practically on 3D workshop techniques
9. Maintenance of all relevant machines and equipment\*
10. Working towards or have demonstrable relevant equivalent experience

### Skills/Abilities/Knowledge

11. Organising and prioritising work\*
12. Working under pressure and meeting tight deadlines\*
13. Good oral and written communication\*
14. Confident and self motivated\*
15. Good interpersonal and negotiation skills\*
16. Attention to detail\*
17. Maintain a positive and flexible attitude\*
18. First Aid – willingness to be trained as a First Aider\*
19. Knowledge and understanding of subject area\*
20. Health & Safety awareness\*
21. Provide support to students under the direction of the class teacher.
22. Support class teacher with delivery of appropriate strategies to assist students with their learning goals

### Commitment

23. To support the Governing Body in its whole-hearted adoption of the School's aims and policies
24. To provide a welcoming and friendly reception for anyone making contact with the school

\*Essential Criteria

