

DT Technician Job Description

Post:	DT Technician - Food
Salary Grade:	Grade D
Responsible to:	Programme leader for Technology
Hours of Work:	Term time only (195 days) 37 hours per week, 8.15am - 4.15pm (3.45pm on Fridays)

Core Purpose

The DT technician will:

- Ensure that resources are in place that will allow for the effective teaching of DT with a particular focus on Food
- Support teaching staff to organise and run enrichment activities for students.
- Support teaching staff with the compilation of required NEA evidence, including preparing files and portfolios for submission to awarding bodies.

Responsibilities

- 1. Support class teachers in effectively delivering lessons through** assisting staff to maintain classroom areas, setting up and clearing away materials and equipment for practical lessons including laundering of tea towels, aprons etc; Carrying out daily maintenance duties of the food storerooms, stock and equipment; controlling and requisitioning stock including basic materials and food supplies; Assisting with the handling, storing and transporting of materials and equipment; providing 1:1 or small group support as directed by teaching staff; Supporting with the compilation of required NEA evidence as directed by teaching staff; Assisting teachers with the production of teaching material; provide emergency cover within the DT faculty.
- 2. Ensure the facilities comply with health and safety regulations through** ensuring policies and procedures are adhered to; Keeping accurate records and inventories; Writing and maintaining risk assessments including COSHH assessments.
- 3. Support the wider development and needs of pupils through** Supporting extra-curricular activities and trips; Running and supervising a KS3 cookery club; Providing invigilation support during examination periods; providing first aid cover as required
- 4. Demonstrate the highest levels of personal and professional conduct** through upholding public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school; having proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality; demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community; respecting individual differences and cultural diversity; promoting the safety and wellbeing of pupils, and helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and the school's child protection policy; providing day-to-day safeguarding for pupils through meeting the Whickham school safeguarding policy; attending relevant CPD; using CPOMS to accurately record and act upon safeguarding

issues; ensuring good communication with parents and appropriate external organisations in meeting safeguarding needs, including off-site providers.

KNOWLEDGE/QUALIFICATIONS/EXPERIENCE

- A qualification or experience in a relevant design and technology discipline.
- Hold a food hygiene certificate or be willing to undertake training to achieve one.
- Ability to communicate at all levels.
- Ability to use relevant technology.
- Ability to use IT for administration purposes.
- A relevant first aid qualification or willingness to be trained in first aid

STAFF DEVELOPMENT

- To undertake training relevant to the role performed
- To undertake training so as to be able to substitute for colleagues as and when required.

GENERAL

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

Undertaking any reasonable task at the request of the Faculty Leader, Headteacher or other senior manager.

No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed (Post holder)

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