



Job Description and Person Specification

Design Technology Technician

Salary Band 4, Point 4-6

| | |
|----------------------|---|
| Purpose | To provide support to the Department in the preparation of materials, equipment and resources to facilitate teaching and learning for pupils and students from ages 11-18. This includes the preparation, organising and collection of resources for lessons and returning and maintaining equipment in addition to keeping up to date with health and safety requirements. |
| Reporting to | Line Manager / Senior Leadership |
| Working Time Pattern | 37 hours per week / 40 weeks per year (term time plus 1 week) 8 – 4 pm Monday to Thursday, 8 - 3.30 pm Friday with 30 minute unpaid break |

Specific Areas of Responsibility

Support the department's resourcing and contribute to continuous improvement as directed by the head of Design Technology. Responsibilities may include but not be limited to:

Provide assistance to teaching staff in the DT department:

- Support the setting up of lessons in the classroom ready for students arriving
- Liaise with teachers to organise specific materials and resources prior to a lesson
- Liaise with teachers and students during lessons to support with specific requirements or needs in relation to materials and resources
- Supporting teachers and students in the workshop environment, ensuring a safe and productive learning space
- Where needed, support the classroom teacher in liaising with individual students about their use of specific materials or machinery.
- Respond to department staff ad hoc needs, this may include supporting in-class as and when needed.
- Maintaining a safe and positive learning environment for all learners
- Support the teachers during practical lessons and offer 1-2-1 support for students where needed

Assisting with ordering/delivery of stock:

- Organise, review and maintain DT department stock of materials and resources
- Identify and order materials in need or when running low
- Unpack materials received in the department to organise to relevant storage

Manage resources, equipment, and machinery:

- Assist with the cleaning of workshops at the end of lessons/between lessons including table tops, unit tops and sink area
- keep wood store area organised and tidy
- Organise shelves/store cupboards
- Oversee bulk material preparation
- Routinely maintain or replenish workshop tools and equipment
- Assist with organisation and storing of work
- Manage the general maintenance of workshop machinery and organise external repair if required
- Take responsibility for jigs and fixtures manufacture

Health and safety:

- Organise and monitor the storage and dissemination of materials and equipment such as the following-
sprays/adhesives/fixatives and any hand tools deemed as dangerous if left unsupervised.
- Liaise with department staff to review and adhere to risk assessments for use of equipment
- Provide support in class where teachers are working with items such as those above

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum resourcing to secure co-ordinated outcomes for learners

Health, safety and discipline

- Assist with Health & Safety requirements for the department
- Promote the safety and wellbeing of pupils within science

Professional development

- Take part in the school's appraisal procedures
- Take part in training and development to improve the quality of science resourcing/provision
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with relevant stakeholders
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

All colleagues will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Mobility Clause

You may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

Flexibility Statement

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Line Manager and School Leadership.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the employer reserves the right to make changes to the job description following consultation



| CRITERIA | QUALITIES |
|------------------------------------|---|
| Qualifications and training | <p>Experience of being a design technician</p> <p>Evidence of professional development relevant to this role</p> |
| Skills and knowledge | <p>Good knowledge of legislation and guidance on Health & Safety requirements</p> <p>Excellent communication and organisational skills</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Good IT skills, including previous use of school systems such as MIS and safeguarding systems.</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p> |
| Personal qualities | <p>Commitment to upholding and promoting the ethos and values of the school</p> <p>Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to equity</p> |

King's Academies are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

King's Academies pursues a policy of equality of opportunity.