Job Description

JOB TITLE	DT Technician
JOB FAMILY	Technician
PHASE	Secondary
HOURS	30 hours per week, Term Time only, 39 weeks per year.
REPORTING TO	Head of Design and Technology
RESPONSIBLE FOR	NA

Job Purpose

To provide professional and reliable support to D&T teaching at the school
To manage the day to day running of the workshops
To ensure that Health and Safety standards are met throughout the D&T accommodation

Duties and Responsibilities

Key Accountabilities

- Design and implement effective electronic systems for managing D&T equipment and stocks of consumables using the Schools Information Management System (SIMS)
- Order new equipment and consumables, handle delivery and checking of items, manage budget in conjunction with the Head of D&T
- Monitor and evaluate effectiveness of all areas of Workshop management
- Create shelving, storage and organisational structures as required
- In conjunction with the Head of D&T agree a staff equipment ordering system for lessons
- Assist the Head of D&T to make sure that all Health and Safety aspects are in place and are regularly checked
- Share expertise and monitor machine use and best practices
- Ensure an appropriate reporting system for faults and that these are rectified within a defined time scale
- Keep accurate electronic records of all equipment faults or failures and report them to the appropriate senior manager
- Ensure first aid stocks for area are maintained, fire exits kept clear and that potential hazards are noted and reported appropriately
- Write and regularly update risk assessments for workshops and practices

- Check that the asset register is updated on the school's MIS; description, equipment serial numbers, location etc.-
- Secure storage solutions created for department assets
- Liaise with the Head of D&T and other members of the teaching staff so that the correct resources are available for lessons and other activities
- Ensure that adequate supplies of materials and equipment are maintained and accessible
- Assist with the preparation of materials for demonstrations
- Carry out routine checks and maintenance work as required
- Liaise with trade representatives and suppliers
- Set up and maintain teaching aids such as projectors, laptops, computers, TV and videos and to ensure their safe storage
- Ensure that all D&T rooms are cleared of potential hazards, are tidy and that benches, surfaces and sinks are ready for use for the next day
- Ensure that all chemicals are stored safely, securely and in appropriate locations
- Agree security procedures for all chemicals and equipment with the Head of D&T and to ensure these are fully implemented
- Assist with the development of resources for the department and whole school display
- Assist with Whole School Projects as required

Curriculum Support

- Online resource management and routinely add more resources for teachers to use
- Assist with departmental displays
- Source sustainable and environmentally friendly resources where possible; Bamboo, Cork, Leather and Bio-plastic resources implemented at GCSE level projects
- Work with teaching staff in respect of the technical requirements of the curriculum

Pupil Support

- Demonstrate and teach the correct and safe use of equipment for pupils and staff
- Assist the class teacher in the development of lesson frameworks and technical facilities to meet teaching/learning needs, including assisting in planning layout of facilities and advice on specialised requirements in furniture, fittings and services
- Provide feedback to the teacher on the practical work completed by pupils.
- Provide continuous support and advice on safety to pupils during practical work.
- Assist with the administration and invigilation of routine tests and coursework tasks.

Working with colleagues and other relevant professionals

- To work with colleagues to achieve school objectives and targets

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

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Ensure that pupils work together positively and co-operatively, with good behavior in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend meetings and training sessions as required.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other Areas of Responsibility at Plymouth High School For Girls.

- **Knowledge of the following material areas: resistant materials, graphic products and textiles**
- **Being able to offer support in Food and Nutrition in addition to D&T would be an advantage**
- Knowledge of Corel Draw for designing Vector and Bitmap images
- Knowledge of Solidworks for designing 3D products
- Knowledge of Adobe programmes for use in design and manufacture
- Knowledge and experience of using a 3D printer, laser cutter, Digital Embroidery machine and sublimation printer is essential.
- It would be beneficial to have experience with a CNC router

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Plymouth High school for Girls. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a DT Technician

Name:……..

Signed: ……..

Date: ……..