



The Wavell School DT Technician

POST:	Design & Technology Technician
REPORTING TO:	Director of Design & Technology
GRADE	D
Hours per week	8am – 4pm
Weeks per year	43 weeks
ROLE PURPOSE:	To prepare, organise and maintain materials and equipment for classroom use, to enhance pupil learning.
KEY RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Manage and Maintain Materials: Ensure all materials and equipment are ready for lessons, including ordering and organizing supplies, maintaining inventory, and ensuring the safe storage of tools and materials. 2. Support Curriculum Delivery: Assist D&T staff in delivering the curriculum by preparing lesson materials, setting up equipment, and providing in-class support to both teachers and students. 3. Facilitate Use of Specialist Tools and Machinery: Oversee the use of specialist tools and machinery, such as 3D printers, laser cutting and wood turning lathe, ensuring they are used safely and effectively by students and staff. 4. Technical Assistance: Offer technical support for projects, including troubleshooting equipment issues, performing routine maintenance, and coordinating repairs as needed. 5. Health and Safety Compliance: Ensure all health and safety regulations are followed within the D&T department, conducting regular safety checks and maintaining a safe working environment. 6. IT Competence: Utilize basic IT programs (email, Word, Excel) to manage communications, maintain records, raise orders, and support administrative tasks within the department. 7. Collaboration: Work collaboratively with staff and students of all abilities, fostering a positive and inclusive learning environment. Provide mentorship and support to students during practical activities. 8. Innovation and Creativity: Contribute to the development of innovative teaching resources and projects, bringing creative ideas to enhance the learning experience.