

JOB DESCRIPTION

Position Title:	DT Faculty Technician	Date Finalised	October 2024
Contract Type:	<p>Permanent – term time, 40 weeks per year including INSET days Hours of work: 30 hours per week (Monday to Friday)</p> <p>This post could be full time for one person, or part of a job share.</p> <p>A term time contract is for 40 weeks per year, however the academic year is only 39 weeks. Consequently, the balance of days are to be worked either as extra hours in term time (e.g. staff meetings/training) or during school holiday periods, the actual details to be agreed between the line manager and yourself and are subject to the needs of the school.</p> <p>Non teaching staff are required to take their own holidays during the school holiday periods.</p>		
Teaching/Non Teaching:	Teaching/Business Support		
Department:	Design Technology		
Reports to:	Head of Design & Technology / School Business Manager		
Subordinate Positions:	N/A		
Job Summary/Purpose			
Working as part of the DT Team, the purpose of the DT Technician is to provide practical assistance to both teachers and students during practical activities in class as well as providing more general technical and curriculum support services to the DT Department. The curriculum includes Graphic Design, Textiles, Food and Nutrition and Resistant Materials			
Primary Responsibilities			
<p>Key Accountabilities:</p> <ul style="list-style-type: none"> • Ordering of Materials and Resources to support the Teaching & Learning within the department. • Supporting the Teaching and Learning of the Pupils by supporting the Design & Technology Teachers leading those lessons. • Maintaining and ensuring a Safe and Hygienic working environment. <p>Responsibilities:</p> <ul style="list-style-type: none"> • Assist in all aspects of stock control, and liaise with suppliers where appropriate • Undertake maintenance, servicing and adjustment of machinery and equipment (including written records). Arrange for specialist servicing where appropriate • Set up equipment ready for lessons as advised by the Head of Technology (HOD) and other department members • Assist with periodic inspection of equipment, tools and fittings to ensure they continue to be in working and safe order • Photocopy exam papers and lesson resources as required keeping them in an orderly system • Help set up, organise and display student work • Prepare learning aids/resources to be used in both practical and theory lessons • Liaise with teaching staff and support their work in the classroom as required • Assist with inventory checks on an annual basis • Monitor consumables on a regular basis and bring to the attention of the HOD any shortages of equipment/materials that exist in the department 			

- Participate in and receive INSET as appropriate
- Ensure Health and Safety/ Hygiene procedures in the department are addressed and keep the HOD informed of any areas of concern
- Liaise with other Departments as required
- Collate and store student records for the Department
- Assist staff with school events, including preparation and cleaning up
- Maintain corridor displays termly
- Provide support for Food and Nutrition staff and students
- Liaise with HOD/Site Manager concerning any repairs needed for equipment
- Ordering of resources to support PP pupils for the Food and Nutrition Department – this will also include storage of ingredients
- Work with all members of the department to promote a positive and safe learning and hygienic environment.
- Undergo training as required in order to perform duties efficiently and safely
- To fulfil such other duties as may be reasonably allocated by the HOD in line with the school's policies and standards.

Are there line management responsibilities?

No

Other relationships within the school i.e. which parts of the school will this role work closely with?

Finance, Reprographics & Site Team

External relationships i.e. which external stakeholders will this role work closely with?

External suppliers

Critical Skills

- Team worker
- Flexible and organised approach
- Good time management
- Creative with the ability to learn and grow
- Ability to follow instructions accurately
- Ability to manage own time effectively to meet deadlines
- Demonstrate a creative approach to support learning
- Demonstrate a commitment to equality
- Ability to remain calm under pressure
- Good Literacy skills
- Good Numeracy skills

What financial responsibility (if any) does this position have?

N/A

Experience, Qualifications, Technical Requirements, Education

Required/Preferred

- English & Maths GCSE or Equivalent
- NVQ 2 or equivalent in specialist area
- Successful experience of working with children in a school environment
- Enjoys working in a creative practical environment
- Driving Licence