

Job Description – Design & Technology Technician

Post Title	Exam Invigilator
Purpose:	<ul style="list-style-type: none"> To provide safe and efficient technical support within the department. To ensure the smooth running of practical activities. To provide professional support to the class teacher during practical activities.
Reporting to:	Lead Teacher of Design Technology – R Wooley
Responsible for:	<ul style="list-style-type: none"> To provide effective & efficient technical assistance to teaching staff within the relevant department. To manage and maintain specialist equipment to ensure the smooth running of the department.
Liaising with	Lead teacher of Design Technology, Curriculum Heads, Site Manager, School Business Management
Working time:	Monday – Friday 08:00 – 16:00
Salary / Grade:	Grade 2 NJC SCP 3 – 8 (£22,737– £24,702)
Disclosure level:	Enhanced DBS

Key Roles and Responsibilities	<ul style="list-style-type: none"> Monitor the condition and supply of all equipment and services within the department. Ordering materials for the department. Stock control, organising and maintaining an inventory of all departmental consumables, keeping staff informed as materials become required. Organising and implementing an ongoing planned maintenance system for all department equipment including Computer Aided Design (CAD) / Computer Aided Manufacture (CAM) systems and equipment. Organising and maintaining an inventory of all departmental equipment, keeping staff informed of any missing or damaged items. Assist teaching staff to ensure that all equipment satisfies and continues to comply with the Health and Safety at Work Act 1974 and subsequent amendments. Maintenance of tools, e.g. sharpen chisels. Repair tools and equipment, e.g. replace band saw blades. Maintenance of equipment, e.g. emptying dust boxes. Maintaining stores in a tidy and organised fashion. Maintaining pupil's work (in progress) in a tidy and organised fashion. Preparing materials for classes. Setting up, demonstrations and visual aids as requested by teaching staff. Supervise students, ensuring their safety and encouraging students to interact with others, to engage in activities led by the teacher, and to act independently. This may on occasion involve working in areas of the school other than the DT Department. Establish good relationships with students, acting as role model, reporting progress and achievements to teacher as agreed. Respond to students' minor welfare and personal needs and ensuring students requiring regular medication are given timely reminders.
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	<ul style="list-style-type: none"> • Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour • To assist teachers by supporting students in their learning in order to ensure their continuing educational development. • To assist teachers in creating an attractive learning environment to ensure students spend their school life in stimulating surroundings. • Ensure the classroom is set for lessons as directed, clearing afterwards and assisting with display of students' work. • Assist the teacher in developing effective methods of explaining basic ICT applications and supporting students in their use. • Use strategies, in liaison with the teacher, to support students to achieve learning goals.
Other Tasks	<ul style="list-style-type: none"> • To adhere to the ethos of the school. • To promote the agreed vision, aims and core values of the school • Adhere to the Staff Code of Conduct, dress code and other policies relating to staff. • Contribute to a safe working environment by undertaking continuous professional development. • To take part in the school's professional development programme. • Such other duties as may be commensurate with the grade and nature of the post • To perform other such duties as the Headteacher may from time to time determine. • Be aware of and comply with policies and procedures relating to safeguarding, health & safety, security, confidentiality and data protection reporting all concerns to the appropriate person as agreed

Person Specification – Design & Technology Technician

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> Experience of working with young people. 	<ul style="list-style-type: none"> Previous experience of working in a similar role. Experience of working in a school or similar establishment. Experience of working in a busy administration environment. Educated to at least GCSE grade 4 standard or equivalent in English and mathematics. 	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and Skills		
<ul style="list-style-type: none"> Ability to build and form good relationships with students and colleagues. Ability to work constructively as part of a team, understanding school roles and responsibilities. Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues and students. Good standard of numeracy and literacy skills. Ability to absorb and understand a wide range of information. Basic wood and metal work skills. Ability to learn new practical skills 	<ul style="list-style-type: none"> Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation. Ability to use basic IT software packages, equipment and other resources effectively. 	Application form Letter of application References Interviews
Personal qualities		
<ul style="list-style-type: none"> Able to follow directions from the line manager. Initiative and ability to work when under pressure. Able to work flexibly and respond to unplanned situations. Able to appropriately deal with confidential information. Efficient and meticulous in organisation. Desire to enhance and develop skills and knowledge through CPD. Commitment to the highest standards of child protection and safeguarding. 		Application form Letter of application References Interviews

<ul style="list-style-type: none">• Recognition of the importance of personal responsibility for health and safety.• Commitment to the school's ethos, aims and its whole community.		
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