

## Job Description

**Job Title: DT Technician**

**Reporting to: Head of Department**

**Grade: 4**

### Overall purpose of the post:

- Supporting teaching and learning in the Technology Department on a day to day basis as directed by the Head of Department.

### Main duties and responsibilities:

- To liaise regularly with the Head of Department/Head of Faculty.
- General preparation of materials within the Technology Department and assisting with the demonstration of lessons
- Basic maintenance and setting up of workshop tools and machinery
- Supporting staff in the use of ICT, including CAD/CAM
- Organise, maintain and monitor all Technology tools, machines and equipment.
- Ordering of resources and stock
- Maintaining an inventory and management of materials and stock
- Use of heat treatment facilities – brazing, welding and casting
- Reporting of faulty machinery and liaising with contractors where appropriate
- Maintaining classroom displays
- Health and Safety audits and advice to staff
- Organise sales to students
- Portable Appliance Testing of all electrical equipment in designated areas.
- Assisting teachers to support teaching and learning in the classroom including working with small groups of students.
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Trust policies and procedures at all times.

Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### Personal Contacts

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.

This job description may be subject to change, following consultation between the post holder and the academy.