

## Job Description

**Job Title: Design & Technology Technician**

**Reporting to: Head of Department**

**Grade: 4, SCP 11-14**

### **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:**

- 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.
- Comply with the academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns;
- 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.
- To be a academy First Aider

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable

- Comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- Comply with the Academy 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.