

Job Description

Job Title: Design & Technology 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.

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
- To 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;
- To 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.