

JOB DESCRIPTION



Post: DT Technician

Main purpose of the job:

Under the overall direction of the Head of Department, and in accordance with the practices and procedures of the school, assist teaching staff in providing safe areas for students and teaching staff. The DT Technician will provide technical support to the relevant departments, by the preparation of tools, equipment and materials for lessons. The DT Technician will undertake a practical health and safety role for the relevant departments.

Duties and Responsibilities:

- The technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.
- To be responsible for the completion of H&S form with regards to all equipment within the work rooms
- To be responsible for the ordering of stock
- To be responsible for the management of the stock room
- DATA trained if possible, but this is not essential
- To have knowledge of up to date products e.g. 3D printers, plastics, acrylic, metal and woods.

Maintaining Work Area

- Ensure that design and technology rooms and equipment are kept clean and tidy and that the DT room safety regulations are met, including checking equipment for safety and advising students on safety aspects of particular practical work
- The cleaning and maintenance of equipment such as but not limited to drills, saws, laser cutters and wood cutters
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner
- Assist the classroom teacher in the logging in and out of certain items of equipment as required
- Be responsible for maintaining departmental displays of work both in the art/technology areas and around the school

Health and Safety and Compliance

- Be aware of, and to comply with, all departmental/ school instructions and procedures relating to health and safety at work
- Contribute to safe working practice in storage/ teaching areas. Assessment of risks for technician activities
- Advising staff on safety issues and trialling practical work where necessary

Auditing

- Ensure an up-to-date inventory is maintained
- Manage school's equipment cleaning audit
- Assist with the production of an annual audit of the equipment

Support for the School

- Assist with practical examinations as may be required
- Invigilate Examinations as directed by the Examinations Officer as required

- Assist with the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school where possible
- Liaise between managers/teaching staff and support staff
- Attend regular team meetings and briefings with department and whole staff
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of students
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher or Head of Department

General

- Take responsibility for own professional development, continually keep updated about new initiatives in Technology and contribute to the school as a learning organisation
- To contribute to the Health and Safety of pupils and other staff in accordance with Health and Safety regulations
- Undertake any other duties and responsibilities, which do not change the character and purpose of the post as directed by the Headteacher
- Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all
- Uphold and promote the values and ethos of the Academy
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Be aware of and support difference and ensure equal opportunities for all
- Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the Academy
- To have due regard for safeguarding and to follow child protection policies and procedures adopted by SAST
- Develop constructive relationships and communicate with other agencies/ professionals
- Participate in training and other learning activities and performance development as required
- Share expertise and skills with others
- Recognise own strengths and areas of expertise and use these to advise and support others

Working Conditions

- Standing for extended periods of time
- Lifting and transporting of objects
- Ability to access the whole site to review/check equipment
- Some work involving visual display units
- Evening work will be required from time to time to support events for which flexibility in working hours is essential

The key responsibilities and duties set out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out.

PLEASE NOTE that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the CEO.