

Job Description

POST TITLE: Art & DT TECHNICIAN

Grade: Grade 6

Responsible to: Head of DT

JOB PURPOSE

To support the teaching and learning in Design Technology and Art Department by providing technical assistance in practical lessons and supporting key students. To ensure that resources, materials and equipment required in order to facilitate practical lessons is organised and available at all times.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

Support the Classroom and Students

To implement the strategic plan for the subjects by:

- Agreeing objectives and operational plans which will promote and sustain department improvement
- Supporting students with their practical work in lessons by providing technical support, whole class demonstrations and one to one student support; support with lunchtime intervention for GCSE and vocational courses.

- Providing technical support during examinations.
- Providing opportunities for the use of appropriate new technologies to achieve excellence
- To support in the promotion of Design Technology events within and outside school, including the preparation and the maintenance of interesting and stimulating displays in workshop areas.
- To contribute to the delivery of extra-curricular opportunities,
- Contributing to the primary and secondary school partnerships through development work for transition activities, induction days and other promotional activities.

To support the leadership of the department and work collaboratively with DT Technicians for the allocation of resources to support teaching and learning at all levels by:

- Supporting effective teaching and learning by organising the equipment and resources in a planned systematic way.
- Designing, developing, maintaining and testing specialist resources that meet the requirements of the schemes of work and offering professional guidance to students and teachers on the practical aspects of the curriculum.
- Monitoring the upkeep of the laptop trolley according to school procedures
- Assist with the development of resources by making of models and fixtures and designing and making of jigs, fixtures, racks, tool trays.
- Operation of audio-visual equipment and arrangement for appropriate maintenance and servicing.

Health & Safety

To take responsibility for health, safety and security including risk management by:

- Ensure the implementation of the school's health and safety policy, including the monitoring and publication of risk assessments in line with Health & Safety procedures.
- Undertaking routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard, within the capabilities of the technician.
- Maintaining the first aid equipment in the workshop area, administering first aid for minor injuries, and keeping accurate records and referring students to a qualified first aider if necessary.
- Undertaking a First Aid qualification to support the needs of the school.

Administration

To contribute to the effective organisation and management of the department by:

- Implementing effective record keeping and administration systems across the department, advising the teachers on any improvements which can be made in this respect
- Maintenance of stock and breakages records, monitoring stock control, obtaining quotations, compiling orders, checking deliveries, maintaining appropriate records and storage as appropriate.
- To take responsibility for monies paid by students for the purchase of items, including education materials bought by the school.
- Complete risk assessments and support the DLC in ensuring health and safety policies are adhered to.

To establish effective relationships and communication across the school by:

- Building professional relationships with students in lessons, in and around the school and through extra-curricular clubs, following the schools Behaviour for Learning Policy.

Professional development and training

- Regularly review own practice, setting personal targets and taking responsibility for own continuing professional development (CPD)
- Attend departmental and school wide meetings in line with the school calendar

Staff Conduct

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

Dress Code

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Five or more GCSE C grade or above (or equivalent)	*	
First Aid at Work qualification or willingness to undertake one	*	
EXPERIENCE		
Experience of working with Art & D&T equipment		*
Knowledge of Art & D&T practical sessions	*	
Ability to make preparations for practical work for Art & D&T curriculum	*	
Knowledge and understanding of construction		*
A working knowledge of ICT	*	
Awareness of Health and Safety procedures		*
Experience of dealing with suppliers and outside agencies		*
Experience of working with staff and students in teaching and learning		*
PROFESSIONAL SKILLS		
Excellent written and oral communication skills	*	
Excellent organisational and administrative skills	*	
Good interpersonal skills	*	
Ability to problem solve and use own initiative	*	
Plans, prioritises and manages own tasks and work time effectively, managing conflicting demands effectively	*	
Keeps up to date with pertinent information and local initiatives. Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training	*	
PERSONAL QUALITIES		
Confidence and independence	*	
Ability to work unsupervised and independently understanding Academy roles and responsibilities and your own position within these	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Good time management skills	*	
Ability to work flexibly	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Academy	*	
Possesses or must be willing to train for the "First Aid at Work" or "Emergency First Aid at Work" qualification approved by the HSE as requested.	*	
Suitability to work with children. Enhanced DBS check to be undertaken on appointment	*	