

**Job title:** Art/ Design & Technology Technician  
**Reports to:** Director of Learning - Design Technology  
**Location:** Leigh Academy Tonbridge

### Job purpose

- Provide an essential, comprehensive technical service to teaching staff in the Engineering, Design Technology and Food curriculum areas;
- Under the direction of the Principal, the postholder will be responsible for duties covering apparatus and materials for learning, initiating orders, health and safety of practical equipment and working areas and IT support;
- Working with the Engineering, Design Technology and Food Teachers under the direction of the Directors of Learning

### Key Responsibilities

#### *Daily/Lesson Preparation:*

- Prepare equipment before lessons;
- Prepare and order resources as required by the subject teacher prior to lessons;
- Ensure curriculum area resources are kept in optimum condition and stored correctly;
- Organise extra equipment for lessons;
- Regularly maintain the equipment and tools in the workshop and classroom areas;
- Empty and clean the dust extraction filters as required by the manufacturer;
- Keep all classrooms organised and free from hazards;
- To assist staff in developing appropriate resources for teaching and learning.

#### *General:*

- Under the direction of the Directors of Learning, ensure that all health and safety requirements are met and followed;
- Organise materials and tools in the curriculum areas;
- Ensure that equipment is properly cleaned and that chemicals and other materials are appropriately stored; Organise and catalogue specialist resources in curriculum areas;
- Assist with any exhibitions and displays and moderation of work;
- To provide support for teaching staff during practical lessons;
- To assist teaching staff in promoting and raising the profile of Engineering, Design Technology and Food within and outside the school;
- Work as part of a team within the curriculum areas, assisting each other as and when required;
- To undertake such other tasks relevant to the work of the curriculum areas or the needs of the school as they may arise;
- To commit to the development of the STEM curriculum within the school;
- Maintain a learning environment in which students and staff can work effectively;
- Ensure the displays are current and of the highest standard, showcasing students' work, project work and artefacts;

- Transfer students' work to digital media as required;
- To organise and investigate the use of new technologies to support teaching and learning;
- Risk assessments associated with Engineering, Design Technology and Food e.g. classrooms, processes and machinery;
- Train, help, advise and provide support to staff and students, as appropriate, on use of equipment and materials within the curriculum areas (dealing with queries/providing help and guidance as required);
- Check large machinery regularly;
- Regular local exhaust ventilation (LEV) tests;
- Maintain and repair equipment and apparatus;
- Deliver demonstrations to students, in conjunction with teaching staff in specialist areas where applicable; Work with individual students and support them on research projects;
- To be able to supervise and support Post 16 students when they are completing independent practical work;
- To carry out other relevant duties as required by the Principal.

### ***Additional Responsibilities***

- To participate in school day trips as requested;
- To support the overall work of the Engineering, Design Technology and Food curriculum areas, as requested by post holders and the Leadership Team.

### **Ethos**

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance development process (On Track), addressing performance expectations set in conjunction with the line manager during the autumn modules each academic year.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend school events such as Open Evening/Transition Evenings, as requested.
- To actively promote the school's and trust's corporate policies.
- To adhere to the school's Dress Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school and Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

### **Person Specification / Key Attributes**

- Reliable and able to complete tasks effectively without direct supervision;
- Good organisational skills;
- Flexible and prepared to take on a range of tasks;
- Able to communicate appropriately with young people and adults;

- Able to work as part of a team, contributing to the work of the Engineering and Technology curriculum areas;
- Prepared to undergo further training if required
- Practical/hands-on experience is desirable but not a necessity;
- Ability to show initiative and to prioritise one's own work and that of others;
- Ability to work as part of a team and individually;
- Self-motivating with the ability to multitask;
- Confident in the use of ICT;
- Accreditation of Design and Technology Health and Safety Training standards or willing to be trained in these standards.

## Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.