Design & Technology Technician

Salary / grade range	Level 3 - SCP 5 - 6, £20,214 - £20,552 Term Time + 5, 37 hours per week, permanent
Location	Co-op Academy Grange
Reports to	Head of Design & Technology

Purpose of role:

To provide technical support services to the college, including the preparation of materials, and setting up of equipment for class practical sessions and maintaining equipment for use. To work under the instruction /guidance of teaching /senior staff. Expected to perform delegated duties with limited supervision.

Key accountabilities (and specific duties / responsibilities):

SUPPORT FOR STUDENTS

- Support both students and Design Technology staff within lessons
- Support students in accessing learning activities under the guidance of the teacher
- Provide feedback to students in relation to progress and achievement.
- Supervise students to safely use machinery

SUPPORT FOR THE TEACHER

- To use or prepare equipment/materials as required by teaching staff. To demonstrate and assist students in setting up of, and use of machinery and equipment. To demonstrate skills and techniques as required.
- To manufacture equipment/apparatus, for use in the work area, and ensure its safety for use, as appropriate
- To maintain equipment/apparatus, or arrange for its maintenance, to appropriate Health & Safety, and operational standards
- To prepare materials and equipment for students' use in practical work and examinations, as requested by teaching staff
- To liaise with teaching staff on the availability of materials/equipment for practical examination purposes
- To ensure the maintenance of stock levels, making out initial orders and checking deliveries, liaising with Suppliers as appropriate. To maintain an inventory of machinery, equipment and materials
- To ensure that work areas are maintained in a clean and safe condition appropriate to Health & Safety standards

SUPPORT FOR THE CURRICULUM

- Monitor and manage stock and supplies, cataloguing as required
- Preparing materials and equipment / resources to support lessons.
- Creating resources to support GCSE Product Design and AS / A2 level Product Design – display / exemplar products / modelling.

- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Undertake structured and agreed learning activities/teaching programmes.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the college
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance management as required
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community

To include the post holder's specific responsibility towards the promotion and practice of safeguarding the welfare of children that they come in to contact with through their job

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications ● Educated to NVQ Level 2 or equivalent (or have significant experience) including GCSE English and Maths (A – C) equivalent		A/I
● Commitment to own personal and professional development, including an up-to-date awareness of development of all aspects of the role		A/I
● Relevant professional qualification		A/I
● DATA Trained		A/I
Experience ● Experience of working in a Design & Technology Technician role		A/I
● Knowledge and experience of working with chemicals		A/I

● Experience of working in a school environment		A/I
Skills, Ability, Knowledge ● Working knowledge of health and safety relating to the are ● Excellent organisational skills to enable planning, prioritising and delivering of work to tight deadlines ● Excellent written and oral communication skills ● An understanding of and commitment to safeguarding and promoting the welfare of children and young people		A/I A/I A/I A/I
Personal Qualities ● The ability to relate well with both children and adults ● An effective team member ● Adaptable to changing circumstances and new ideas ● Able to remain calm under pressure		A/I A/I A/I A/I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.