



Mascall's Academy

Job Description

Job title:	Design & Technology Technician
Responsible to:	Head of Design & Technology

Main Duties

- To provide support of teaching staff and classes.
- To adopt a flexible style in order to tackle a range of routine duties within the Design & Technology learning area.
- To meet with other technical support staff within the learning area to frequencies agreed with the Head of DT, to ensure consistency of support across all areas of the learning area.
- To meet with the Head of DT according to the learning area meeting cycle in order to deliver regular progress reports and advise of any concerns regarding technical support or health and safety issues across the learning area.

General

- To check and prepare materials, resources and equipment for daily use and prepare materials for long term projects.
- To check that equipment is provided at the start of lessons and returned by teachers at the end of the teaching session.
- To carry out routine maintenance of tools and equipment.
- Set up as necessary all equipment required by teachers for class demonstration or by students for practical classes.
- Work alongside and support teachers during designing and making activities to aid student progress as and when required.
- To provide technical advice and assistance to both staff and students.
- Advise staff (including Head of DT) on the current state of materials and other stocks and undertake routine inventory checks.
- Maintain storage for tools, equipment and student's folders and project work.
- Ensure the display is current showcasing students project work and artefacts.
- Prepare materials and/or resource packs for teacher and student's projects.
- Duplicate worksheets for use within the learning area as required.
- Transfer student's work to digital media as required.
- To manage the central archiving of teaching resources throughout all areas of the learning area.
- To practise and promote fair and equal treatment of staff and students throughout the course of performing all duties contained within this job description.
- To organise and investigate the use of new technologies within all areas of the learning area.
- Maintain stock levels and ordering materials and components as necessary.
- Prepare budgetary forecasts with the Head of DT.
- Work with Head of DT to oversee departmental spending and ensure that the budget constraints are met.
- Ensure all projects and materials are economical and viable and are costed and approved by appropriate Line Manager.
- To undertake other duties of a similar level and responsibility as may be required from time to time.

Health & Safety

- Ensure that all workshops and storerooms are maintained at a level compliant with the Health & Safety at Work Act.
- To maintain continuous oversight of working practices within the learning area.
- To ensure that all safety procedures are being strictly adhered.

- To check and maintain stock levels of all first aid boxes and ensure that all safety exits are operational and remain clear.
- To ensure that practical areas, tools, equipment, machines and materials are kept in operable and safe working order at all times.
- To ensure that safety glasses and other equipment is well maintained and easily accessible by students.
- To carry out safe disposal of all waste materials.
- Empty and clean dust extraction units as required.
- Ensure that risk assessment sheets are held on file and are updated at regular intervals.
- To be on call as a first aider within the learning area and administer first aid assistance as required within the health and safety guidelines.
- Be available as a first aider across the Academy as required.

Teaching and Learning

- To help research and pilot new schemes and units of work as required.
- In the absence of the timetables member of staff, support cover staff (from within the technology team) to enable practical lessons to continue where necessary.
- To work with students one-to-one, or in groups, providing support and guidance where required.
- To provide technical support so that lessons can safely continue where technology teachers are working outside their normal area of expertise.
- To provide demonstrations of methods and techniques within classes as required.
- When directed and agreed with the Head of department, assist with Design and Technology activities outside normal working hours e.g. GCSE coursework and clubs.
- To deliver and lead in the development of the Primary Links Scheme.

Signatures

Signed:_____ **Date:**_____

(Employee)