



Job Role Profile – Design Technology Technician

Job Title: **Design Technology Technician**
 (primarily resistant materials and engineering)

Accountable to: **Faculty Leader**

Grade: **4 - SCH GO4**

Job Summary

To work as part of a professional team to support learning by providing technical assistance through working with pupils in the delivery/demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.

Key tasks

- Support teachers in the preparation and production of classroom resources & materials
- Maintain classrooms and clean equipment helping teachers to prepare for each lesson.
- Under the direction of the teacher; provide technical support for students within the classroom setting
- Under the direction of the teacher, provide technical demonstrations of DT techniques to students
- Prepare and present displays of students' work both in the classroom and surrounding areas
- Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons. Ensure deliveries are checked and put away securely and safely.
- Ensure all tools, equipment and materials are stored neatly, safely, are well maintained and comply with COSHH regulations and current H&S regulations.
- Ensure all COSHH paperwork for chemicals and products used for DT lessons are kept up to date and in good order.
- Under direction of teaching staff, compile and maintain records of risk assessments in line with best practice and CLEAPPS guidance. Undertake risk assessments to ensure safe working practices are followed, reporting any issues to the head of faculty.
- Undertake normal office administration tasks; filing, photocopying, opening mail, answering emails, typing etc. Deal with phone and letter enquiries. Attend college meetings as appropriate to role
- Work collaboratively with other DT technicians and Site officers to share best practice, resources and ideas. Cover for other DT colleagues in their absence.



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Other Duties

- Observe all Oathall Community College practices relating to child protection, security, fire and emergency and Health and Safety.
- To understand and comply with all other relevant school policies.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post.
- Participate in in-service training as appropriate to role

Working conditions

This is a craft based role and the post holder will be regularly working with DT materials and resources associated with resistant materials and engineering. There is a high degree of manual handling involved. The post holder will need to be dexterous and be able to work with hand tools, power tools and other DT bench machinery. The post holder will also regularly work with IT packages used for Laser cutting and 3D printing.

Type of education, skills, attributes, and experience	Requirement level
Education	
Maths and English at level two (GCSE) or equivalent	Essential
Design technology qualification at level 3	Essential
Level 4 qualification in a relevant area	Desirable
Experience & Skills	
Detailed knowledge of using DT tools, equipment and machinery	Essential
Experience of working in a similar craft/trade e.g. Carpentry, electronics, engineering etc.	Desirable
Knowledge of relevant policies/codes of practice and awareness of relevant legislation in related areas	Essential
Digitally literate and able to work effectively with a range of digital technologies	Essential
Excellent standard of spoken and written English	Essential
Exceptionally good organisational skills including the ability to plan, prioritise, work to deadline, and manage time effectively	Essential



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Type of education, skills, attributes, and experience	Requirement level
Ability to communicate and differentiate subject specific concepts and ideas	Essential
Experience of working or volunteering in a school environment	Desirable
Attributes	
Confident communicator – both face-to-face, on the phone and in writing	Essential
Ability to communicate diplomatically and sympathetically with a range of different audiences	Essential
Positive, can-do attitude	Essential
A desire to learn and develop skills through independent research. An ability to use own initiative to 'work it out'.	Essential
Willingness to learn new skills relating to the set up and maintenance of equipment within the specialist areas of design technology, resistant materials, engineering, etc.	essential
A desire to see jobs completed to a high standard & with close attention to detail	Essential
Ability to use initiative, work independently and manage and prioritise own workload.	Essential
Ability to collaborate and work as a team and a willingness to take on other roles and responsibilities within the team	Essential
Smart professional appearance	Essential