



Quarrydale Academy

Job Description

1. Title of Post

Design and Technology Technician

2. Name of Employee

3. Salary

Grade 3, spinal column points 5-7 (£19,312-£20,092).

Full Time, 37 hours per week, Term Time Only.

Actual Salary (pro rata for tto) £16,464-£17,128

4. Accountable and Responsible To:

Responsible to the Head of Department through the Academy's Line Management structure.

5. Main Purpose of the Job

Under the direction and instruction of Line Management, to undertake a range of duties to support teaching and learning in the department; including the preparation of resources for the delivery of the design and technology curriculum, the making of specific teaching aids and assisting students and teaching staff in the classroom.

6. Responsible for the Following Key Tasks:

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

Key duties and responsibilities:

1. Preparing resources for the delivery of the Design and Technology Curriculum across Key Stages 3, 4 and 5.
2. Making teaching aids to support the delivery of the Design & Technology curriculum.
3. Assisting pupils and teaching staff in the classroom.
4. Inspecting and maintaining equipment and machinery within the department and reporting health and safety issues to the Head of Department.
5. Advising the Head of Department and the Head Teacher about Health and Safety policy and best practise methods
6. Checking that safety equipment is present in all classrooms and workshops and that they are in good working order.
7. Making simple repairs to equipment/machinery and contacting appropriate parties within/outside the Academy where specialist services are required under the direction of the Head of Department and Head Teacher

8. Ordering and monitoring the delivery of resources including researching suppliers and quantities which provide best value for money.
9. Operating an efficient system for stock control, storage and distribution of resources.
10. Supporting the tidy and efficient organisation of classrooms and store rooms and advising the Head of Department of possible improvements in this respect.
11. Maintaining and improving the learning environment within the department eg, through shelving, storage, display facilities, replacing work bench tops etc.
12. Keeping records to monitor the use of the allocated department budget and providing the Head of Department with those records.
13. Advising staff (including site staff) and pupils as to the appropriateness of materials and processes.

All staff:

1. Comply with the requirements of Data Protection and other legislation specifically relating to personnel records.
2. Contribute towards the priorities identified in Academy Improvement Plan.
3. Initiate and manage relevant improvement processes to support the continuous development of staff and Academy.
4. To participate in appropriate staff meetings, training sessions, including INSET and where required other meetings as identified by the Headteacher.
5. Seek win-win solutions.
6. Be a positive voice for the Academy in the community.

Health and Safety:

7. Comply with all statutory requirements in relation to Health & Safety and be aware of the Academy's Health & Safety policy.
8. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
9. Co-operate with the Academy on all issues to do with Healthy, Safety and Welfare.

Continuing Professional Learning:

10. Actively engage and seek opportunities to improve own professional learning.
11. Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Governors.

7. Further Statement

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is effective from 1 January 2017. The contents have been agreed in consultation with the post-holder/s and the Academy.