Design & Technology Technician

Job Description

Grade: GR2

1. Job Purpose

1.1 To support teaching staff in the development and education of students including the provision of specialist skills as appropriate.

2. Key Responsibilities

Support for Students

2.1 To prepare materials and equipment for practical lessons

2.2 To support the students in classroom lessons

2.3 To maintain and monitor consumables and equipment in D&T to ensure all students are able to access a wide range of materials and processes as part of their D&T provisions

2.4 To maintain and monitor stock control

2.5 To carry out weekly material and equipment checks across all Technology rooms

Support for the teacher(s)

2.6 Provide support for learning activities by assisting in ordering of materials and equipment

2.7 To support the general delivery of classroom lessons

2.8 To assist in the production and updating of Technology displays

2.9 To assist Teaching staff in promoting and raising the profile of D&T within and outside of the school

Support for the school

2.10 Provide support to colleagues

2.11 Develop own effectiveness in a support role

Support for the curriculum

2.12 Support the use of information and communication technology in the classroom

2.13 Work as required across the curriculum and in all Key Stages within the school as appropriate to their training and experience.

General

2.14 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.15 To ensure their tasks are carried out with due regard to Health and Safety

2.16 To participate in appropriate professional development including adhering to the principle of performance management.

2.17 To adhere to the ethos of the school

2.17.1 To promote the agreed vision and aims of the school

2.17.2 To set an example of personal integrity and professionalism

2.17.3 Attendance at appropriate staff meetings and parents' evenings within working hours

2.18 Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school

3. Supervision Received

Supervising Officer's Job Title: Line Manager

3.1 Level of supervision:

1. Regularly supervised with work checked by supervisor
2. Left to work within establishment guidelines subject to scrutiny by supervisor
3. Plan own work to ensure the meeting of defined objectives

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	**Grade**	**No of Posts**	**Level of Supervision** (as in 3.2 above)

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation

Criteria	Essential	MOA
Education/ Qualifications NB: Full regard must be paid to overseas qualifications.	NVQ Level 2 qualification or similar GCSE Maths and English	AF/C AF/I/T AF/I/T
Experience Relevant work and other experience	Experience of working with children Good D&T skills Some experience of supporting children in D&T and working with SEN groups and individuals Some experience of using D&T equipment and materials effectively Knowledge of policies and codes of practice/legislation	AF/I AF/I AF/I AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	***Delete if not applicable** *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by **Part 7 of the Immigration Act 2016** A good understanding of child development and learning processes The ability to follow instructions from the teacher and also be able to work independently To make effective contributions to the team as appropriate The experience of and the ability to deal positively with children and parents The ability to manage behaviour effectively	AF/I AF/I AF/I AF/I AF/I AF/I AF/I

	The ability to implement assessment for learning under the guidance of the teacher Show initiative and work independently	
Training		
Safeguarding	Enhanced DBS is essential. *This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.*	
Other	Enjoy working with children	AF/I