**Job Description: Design and Technology Technician**

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| **Post Details** |  |
| **School:** | Twynham School |
| **Grade:**  | Grade 5 |
| **Weeks per year:** | 39 weeks (Term time plus INSET) |
| **Duration:** | Permanent |
| **Responsible to:** | Head of D & T |

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| **Main Purpose** |
|  To provide specialist technical support to teaching staff within the Design and Technology department and to ensure the safe and proper use and maintenance of resources and equipment. To support a variety of teaching activities, within Design and Technology, including more advanced work with post-16 examination courses, through use of specialist technical knowledge and skills. |

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| **Duties and Responsibilities** |
| * To provide specialist assistance and support to teaching staff in the preparation and assembly of teaching resources, apparatus and equipment.
* Under the general direction of the Head of Department to take a lead role in the design, development and maintenance of any specialist equipment or other resources to support teaching and learning activities.
* To prepare and maintain classrooms and workshops, and materials for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.
* To contribute to teaching sessions as appropriate, by demonstrating / supervising / advising on the proper and safe use of materials for practical activities, including teacher directed support for individual pupils or assisting with practical project work
* To maintain and undertake reasonable repairs to equipment and where practical to do so or arrange alternative servicing by approved contractors.
* To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
* To maintain appropriate records for the control and allocation of relevant equipment and resources.
* To undertake ordering and stock allocation activities and maintain appropriate records.
* To support teaching staff with the organisation and preparation of displays of subject materials or pupils’ work.
* To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Knowledge, Skills and Attributes** |
| * Organised and a strong communicator
* Problem solver
* Team player
* Able to prioritise and work to deadlines
* Competent IT skills for presentation, analysis and recording purposes.
* Confident with practical work and use of tools and machinery
* Advanced, vocational or academic qualification in the relevant subject area (e.g. BTec Higher, HNC/D, Advanced City and Guilds Certificate) with applied practical experience. Or substantial experience in a relevant work area
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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Notes** |
| * This job description may be amended at any time in consultation with the post-holder.
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| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** |
| * TL=Twynham Learning
* TS=Twynham School
* COSHH=Control of Substances Hazardous to Health
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