



## Technical Support Assistant for Design & Technology

### Job Description

**Job Description:** Technical Support Assistant for Design & Technology

**Reporting To:** Senior Technical Support Assistant for Design & Technology

**Pay Scale:** 4

**Hours of Work:** 28

**Job Purpose:** To provide support across the department team to help ensure staff and pupils have the resources and practical support to complete teaching and learning tasks successfully throughout the teaching day and events across the school year.

#### Key Responsibilities:

##### General:

- To prepare materials and equipment for lessons and projects across the department, including preparation of demonstration materials and resources, and the stocking of Food classrooms with consumable items.
- To support the Textiles department with pattern cutting and preparation of fabrics, for GCSE pupils.
- To provide in-class support to students, as requested by teachers, to be monitored by the line manager.
- To assist teaching staff in promoting and raising the profile of Design and Technology within and outside school.
- To maintain and complete regular checks of machines, tools, and equipment in teaching workshops, rooms, prep rooms, and storage, to ensure safety and reliability.
- To maintain Textiles facilities and equipment, including sewing machines.
- Manage and uphold the risk assessments and COSHH assessments throughout the department, review and update as and when appropriate. Advise and support department staff with the appropriate documents.
- Undertake other design and technology tasks as requested by staff.
- To control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health and Safety, COSHH and ESCC regulations are adhered to.
- To keep sinks, equipment, machinery and work tops clean; maintain resources in a serviceable condition; keep stock rooms and preparation rooms clean, tidy and in good order.
- To source appropriate resources and equipment to ensure good quality provision and value for money. Prepare orders, receive incoming goods, check delivery notes, store materials and confirm invoices.
- To outsource and organise the appropriate repairs of department equipment and resources.
- To provide first aid support for the department area.
- To assist staff and cover supervisors to help ensure that work is completed during the lesson.
- To support the development and delivery of Computer Aided Design, Engineering and Manufacture in Design and Technology within the department.

##### Specific:

The post holder will be expected to work within the trust and schools' policies and procedures and uphold the organisation's vision. Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

#### The key competencies and behaviours commensurate with this post are identified overleaf.

##### General Information:

- The job description is not intended to be a complete list of duties and responsibilities, but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties appropriate to the remit.
- The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.
- The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).

# Ethical Leadership Qualities Competencies and Behaviours

Competency	We do this by
<b>Trust</b>	<ul style="list-style-type: none"> <li>• Being reliable, consistent, credible, honest, humble, courageous and kind.</li> <li>• Managing emotions and helping others to manage their emotions.</li> <li>• Keeping promises and doing what you say you will do</li> <li>• Having a genuine interest in others</li> </ul>
<b>Wisdom</b>	<ul style="list-style-type: none"> <li>• Developing knowledge and real expertise, then sharing knowledge</li> <li>• Learning from mistakes and failures and admitting when we are wrong</li> <li>• Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish.</li> <li>• Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.</li> </ul>
<b>Kindness</b>	<ul style="list-style-type: none"> <li>• Being kind, humble and authentic</li> <li>• Leading with compassion and care, listening and seeing beyond the job role to the person</li> <li>• Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.</li> </ul>
<b>Justice</b>	<ul style="list-style-type: none"> <li>• Doing what is right, rather than what is popular or easy.</li> <li>• Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate.</li> <li>• Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense.</li> <li>• Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour</li> <li>• Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools.</li> <li>• Removing barriers and blockers to enable others to do their jobs well</li> <li>• Leaving our egos at the door and putting ourselves in the service of others.</li> <li>• Channel ambition into our schools, not ourselves, and developing our successors</li> </ul>
<b>Courage</b>	<ul style="list-style-type: none"> <li>• Looking in the mirror when something goes wrong.</li> <li>• Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward.</li> <li>• Give the whole truth, the back-story and the why.</li> </ul>
<b>Optimism</b>	<ul style="list-style-type: none"> <li>• Believing in our own ability, and the ability of others, to do what is right to change the world for the better.</li> <li>• Calling out negativity and cynicism</li> <li>• Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.</li> </ul>
<b>Vision</b>	<ul style="list-style-type: none"> <li>• Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development.</li> <li>• Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks.</li> <li>• Believing in the potential of others; helping them be the best they can be.</li> <li>• Quickly taking in new information and translating that into recommendations, decisions, plans and projects.</li> </ul>