



## JOB DESCRIPTION

<b>Job Title:</b>	Design and Technology Technician	<b>Department/Group:</b>	Technical Curriculum / Support staff
<b>Level/Salary Range:</b>	Grade D SCP 6 - 11	<b>Reporting to:</b>	Head of Department
<b>Contract term:</b>	Term Time plus 1 day	<b>Hours per week:</b>	Full Time

### Vision Statement

***"To allow all children to experience 'life in all its fullness', no matter what their starting point" by:***

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

### Main Objectives of Role:

- Under the instruction/guidance of teaching staff, co-ordinate the use and maintenance of practical resources and facilities.
- To provide assistance and advice in meeting the practical needs of the Design Technology curriculum. This will involve preparation of materials and resources together with assisting in practical demonstrations.

### Job Description:

- Under the guidance of a teacher, provide students with the necessary materials and equipment to be able to access their learning activities
- Under the guidance of a teacher, support pupils in accessing learning activities
- Create and maintain a purposeful and orderly and productive learning environment
- Timely and accurate preparation and use of specialist equipment/supplies/materials as required by staff/curriculum/lesson plans etc.
- Demonstrate to and assist pupils in safe and effective use of specialist equipment/materials.
- To make items for practical demonstrations - WAGOLL. (What a good one looks like)
- Undertake technical support for structured and agreed learning activities
- To ensure classwork notified by absent teachers is passed to supply staff in readiness for their lesson
- Assist teachers in collecting in written work from students and filing work in correct folders as requested by the teacher
- To ensure that working areas are safe and tidy after practical lessons in accordance with safety procedures
- Carrying out routine cleaning and maintenance of equipment in the workshops and Food room
- Preparing the food room for practical teacher demonstrations and pupil lessons, and cleaning up afterwards
- Ensuring that all equipment and materials are stored in an organised framework and catalogued for easy access
- Visual checking of plugs and electrical equipment and arranging for any repairs to be carried out
- Maintain records as requested.
- To be vigilant on matters relating to Health and Safety within the department, reporting concerns to the Head of Department
- To assist the Head of Department in the maintenance of risk assessment documentation.
- To prepare and present displays in consultation with teachers.
- Provide clerical/administrative support if required
- Monitor, manage and order stock and supplies (in consultation with the Head of Department and within agreed budgets)
- To maintain an inventory of the specialist equipment held in the subject areas
- Limited flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It

must also be noted that the Academy strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.

#### Safer Recruitment Statement

**The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

#### All staff employed by the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

**Last Updated:**

February 2024

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_



## PERSON SPECIFICATION

	<b>Design and Technology Technician - CRITERIA</b>	<b>Essential / Desirable</b>
<b>Work related circumstances – professional values and practices of The Bishop Fraser Trust</b>	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	<b>E</b>
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	<b>E</b>
	Commitment to the Trust’s Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	<b>E</b>
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	<b>E</b>
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	<b>E</b>
	Able to improve their own practice through evaluations and discussion with colleagues.	<b>E</b>
	Flexible with an ability to be able to embrace and generate change	<b>E</b>
<b>Personal Qualities</b>	Self-motivated and personally resilient	<b>E</b>
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	<b>E</b>
	Conscientious and diligent work ethic	<b>E</b>
	High standard of personal presentation with an excellent attendance and time-keeping record	<b>E</b>
	Exacting standards, with high levels of attention to detail and accuracy	<b>E</b>
	Patience, kindness and understanding	<b>E</b>
<b>Professional Dispositions</b>	Pro-active in using initiative	<b>E</b>
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	<b>E</b>
	Maintains a positive outlook at work	<b>E</b>
	Willingness to take a hands-on approach as necessary	<b>E</b>
	Flexibility, on occasions and within reason, in approach to working hours	<b>E</b>
<b>Qualifications</b>	5 GCSE’s or equivalent A* - C including Maths and English at C grade or higher	<b>E</b>
	Food safety level 2 or the willingness to work towards	<b>D</b>
	Evidence of learning beyond the workplace	<b>D</b>
<b>Experience Skills and Knowledge</b>	Evidence of ability to create a challenging and effective learning environment	<b>E</b>
	Experience of working with young people	<b>D</b>
	Experience of preparing and cooking food to recipes	<b>D</b>
	Experience of ordering online	<b>D</b>
	Experience of using CAD software	<b>D</b>
	Ability to prepare demonstration kits for teachers to use when demonstrating practical activities	<b>E</b>

	<b>Design and Technology Technician - CRITERIA</b>	<b>Essential / Desirable</b>
	Sound understanding of current issues relating to the subject	<b>E</b>
	Good time management skills and a high level of personal organisation to meet deadlines	<b>E</b>
	Good interpersonal and communication skills	<b>E</b>
	Good level of competency in using Microsoft applications (esp. Outlook, Word, Excel, PowerPoint)	<b>E</b>
	Ability to use the internet to order resources online	<b>E</b>
	Ability to keep expenditure within budget	<b>E</b>
	Sound knowledge and understanding of key finance principles	<b>E</b>
	Good levels of numeracy and literacy	<b>E</b>
	Good understanding of health and safety and COSHH regulations in relation to Design and Technology	<b>E</b>
	Understanding of classroom roles and responsibilities	<b>E</b>
<b>Safeguarding of Children and Young People</b>	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	<b>E</b>