



Isca Academy – Job Description

Job Title:	Design Technology Technician
Location:	Isca Academy
Responsible to:	Head of Department
Salary Grade:	NJC Grade C – 37 hours per week, 39 weeks per year

Key Duties and Accountabilities

- To prepare department resources and equipment, ensuring these are available for lessons to run smoothly
- Take appropriate care of equipment including washing up, cleaning and preparation of materials or resources
- Trialing practical experiments and demonstrating appropriate techniques to staff
- Take responsibility for keeping working areas clean and tidy to ensure the health and safety of students and staff
- Ensure that any routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of any equipment is carried out to the required standard
- Process deliveries of resources and equipment and ensure all items are stored safely and securely at the earliest opportunity
- Provide cover for colleagues as required
- Servicing, testing, routine maintenance and operation of workshop tools, machinery and CAD/CAM equipment
- Assistance with general requirements, including, where appropriate, the operation of workshop tools, machinery and CAD/CAM equipment
- Responsible for the proper use and safekeeping of hand tools, small items of equipment and low-cost materials or for the accurate handling and security of small sums of money or financial resources.
- Work where tasks are interchanged but the program is not normally interrupted.
- Work requiring substantial physical effort with short periods of intense physical effort; or normal physical effort regularly in awkward postures
- Work may be outside or inside but with exposure to moderate noise, heat or difficult conditions
- Has practical skills in a specific area

Other Duties

All Isca academy staff are expected to:

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.

- Attend parents, staff and team meetings as required, making a valued and professional contribution.
- Undertake break, lunch and after school supervision as agreed, according to Academy policy.
- Encourage the good conduct of all students and at all times on the Academy site and within its vicinity.
- To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
- Maintain respectful and effective communication with students and other staff, including attendance at briefings and through completing student report cards and logs as appropriate.
- Maintain respectful, positive and effective communication with parents, including phone calls and letters home, as appropriate.
- Maintain positive and effective communication and liaison with partner schools and the wider community, as appropriate.
- Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.
- To carry out other duties as reasonably requested by the Headteacher.

Other Information

- The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The post holder may be required to move their base to any location within the Trust upon request.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.
- This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Design Technology Technician: Person Specification

	ESSENTIAL/ DESIRABLE	How Assessed*
Experience		
Experience of working in the relevant discipline	E	A, I, R
Experience of working in an educational setting	D	A, I, R
Qualifications and training		
An appropriate, good honours degree (2:2 or higher)	E	A, C
QTS or equivalent	E	A, C
Evidence of further professional study	E	A, C, R
Skills		
Maintain confidentiality and adhere to Data Protection regulations at all times	E	A, I, R
Good knowledge of health and safety	E	A, I, R
Excellent organizational skills	E	A, I, R
Able to meet deadlines	E	A, I, R
Able to use own initiative	E	A, I, R
Excellent team player	E	A, I, R
Able to fulfil all aspects of the role with confidence and fluency in English	E	A, I, R
Other		
Committed to equality of opportunity and the safeguarding and welfare of all pupils	E	I, R
Effective use of the ICT packages e.g. Word, Excel or equivalent	E	A, I, R
Ability to fulfil all spoken aspects of the role with confidence and fluency in English	E	A, I, R
Commitment to being involved in the wider life of the school through participation in extra-curricular activities.	E	A, I, R
Must pass <i>all</i> relevant safeguarding of children checks	DBS checks, self-declaration and interview	

*AF= Application Form; C = Certificate; R= References; I= Interview