



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

JOB DESCRIPTION DESIGN & TECHNOLOGY TECHNICIAN

Grade:	£24,790 FTE (pro rata) £19,388 per annum
Hours:	32.5 hours per week, 9:00am to 4:00pm Monday to Friday Inc. 30min unpaid lunch break (term-time only).
Responsible to:	Head of Technology
Main Purpose:	<ul style="list-style-type: none"> ● Provide technical support to the Technology department, by preparing tools, equipment, and materials for classrooms, lessons and demonstrations. ● To undertake a practical health and safety role within the department and to assist in various administrative tasks relating to the day to day running of the department. ● To engender a professional and pro-active approach in order to support the students in the development of their work. ● Undertake stock checks and order equipment and materials. ● Assist with cleaning / tidying away after lessons.
Health and Safety:	<ul style="list-style-type: none"> ● Oversee the organisation of the work and storage areas and ensure the cleanliness, safety and security of these areas at all times. Before, during and after lessons. ● Advise members of staff and pupils of particular hazards and requirements in the use of equipment and materials in line with COSHH/ CLEAPPS guidance. ● Keep abreast of current safety guidelines and legislation. ● To report damage or faults in the Design & Technology and Food Technology areas to the Head of Department. ● To advise the teaching staff and site staff of any potential hazards and repairs needed in the Design & Technology and Food Technology areas. ● Providing technical assistance to students during practical's and ensure that standards of health and safety are met.
Department support:	<ul style="list-style-type: none"> ● A sound understanding of Health and Safety legislation and Risk Assessment is required ● To assist teachers in delivering outstanding lessons in the Design & Technology and Food Technology areas. ● Supporting the teaching and learning through a sound knowledge of CAD/CAM. ● Prepare, issue and receive back materials and equipment, including teaching aids such as tools and equipment. This should include, but not limited to preparing materials and resources for all key stages. ● Support teachers and students during practical work, to include carrying out or setting up demonstrations and providing advice to pupils in development of their tasks. ● To tidy up and clean materials and equipment, including breakages and spillages, to ensure a safe and hygienic working environment at all times. ● Check for missing and damaged equipment against inventories and inform the relevant teacher. ● Produce or support with ideas for storage or tools and materials. ● Assist with modifying existing tasks to increase their accessibility or level of demand. ● Be familiar with the teaching content in order to anticipate classroom activities. ● To check, record and organise the storage of newly received consumables and equipment. ● To order consumables and equipment, after consultation with the Head of Department, in order to maintain adequate stock levels.

	<ul style="list-style-type: none"> ● To ensure the safe and secure storage of students work. ● To maintain good communications with all colleagues. ● Develop and foster links with the wider community to enhance teaching and learning.
Pupil support:	<ul style="list-style-type: none"> ● Assisting and advising students on the production and presentation of work as directed by the Head of Department. ● Be a model to children by the way they demonstrate good practice (e.g. using technical vocabulary, using tools correctly) demonstrate a new skill or learn something new alongside them. ● Oversee the work of small groups of students engaged in practical tasks, as requested by the Head of Department and under the supervision of the classroom teacher. ● Help pupils with the set up and running of various CAD and/or sewing equipment. ● Identifying problems with CAD drawings and assisting and instructing pupils in basic 2D and 3D skills . ● Assisting students in collecting work and materials at the end of the school day. ● Scanning and Photocopying of work and work booklets.
School support:	<ul style="list-style-type: none"> ● Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager. ● To be aware and comply with all school policies and procedures in particular relating to safeguarding, health and safety, confidentiality, data protection and the staff code of conduct reporting all concerns to an appropriate senior member of staff.
Professional Development:	<ul style="list-style-type: none"> ● To take responsibility for his/her own professional development and expertise. ● To establish constructive working relationships with professional colleagues through team working and mutual support. ● To engage in constructive discussion with the Head of Technology in order to maximise personal effectiveness and professional development. ● To attend relevant in-service courses. ● To attend department meetings as requested by the Heads of Department