

INVICTUS

Education Trust

JOB DESCRIPTION

JOB TITLE:	Design and Technology Technician
DEPARTMENT:	Wombourne High School
SALARY RANGE:	Grade 3
REPORTING TO:	Head of Department
RESPONSIBLE FOR:	None
LIAISING WITH:	CEO, Headteachers, Senior Leadership Team, Governors, teaching and support staff, outside agencies, and the Trust's central team

Main purpose:	Under the guidance of your line manager, provide specialist support in design technology department, including preparation and maintenance of resources and support to staff and students. This will involve preparation of resources, constructing and modifying apparatus, together with assisting in demonstrations.
MAIN DUTIES:	
General Duties	SUPPORTING TEACHING AND LEARNING • Support students in accessing learning activities under the guidance of a teacher. • Provide feedback to students in relation to progress and achievement. • Create and maintain a purposeful and orderly and productive environment. • Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc. • Maintain records as requested. • Ensure health and safety and good behaviour of students at all times. • Administer routine tests and invigilate exams. • Provide clerical/administrative support. • Monitor and manage stock and supplies, including the sale of resources and undertake cataloguing as required. • Assist in the preparation of orders as required. • Checking deliveries and reporting discrepancies. • Maintenance of specialist equipment, check for quality/safety, undertake repairs within own qualifications and report other damage/needs. • Demonstrate and assist others in safe and effective use of specialist equipment/materials. • Undertake technical support for structured and agreed learning activities/teaching

	programmes. • Report all equipment faults to either Mitie or the school's purchasing department to action a repair / replacement.
Support for School / Services:	• Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to appropriate person. • Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Attend meetings as required. • Participate in training and other learning activities and performance development as required. • Assist with the supervision of students out of lesson times, e.g. Clubs, extra-curricular activities.
Staffing and Resources	• Positively engage in appraisal reviews as directed by line manager • Contribute to appraisal reviews as directed by line manager • Line-manage staff as indicated by the School structure • As directed by the Line Manager respond to developments and initiatives at national, regional and local levels • Contribute to the recruitment and induction of new staff • Promote teamwork and effective working practices
Other professional requirements:	• Establish and maintain regular communication in the Trust • Actively engage in the Trust's appraisal process • Attend and contribute to meetings • Work as a part of a team and positively contribute to effective working relationships • Take part in Trust events as directed by the CEO
Other Specific Duties	
• Play a full part in the life of the Trust community, to support its vision, mission and values • Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example • Be courteous to colleagues and be welcoming to visitors • Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary	
Support for the Trust	
• To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust • Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection • Comply with the Trust's dress code • Attend and participate in meetings as required • Participate in training, other learning activities and appraisal as required • Recognise own strengths and areas of expertise and use those to advise and support others • It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.	

Safeguarding Requirements

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: [Keeping Children Safe in Education, 2023](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Person Specification

Criteria	Essential	Desirable
Qualifications	NVQ Level or equivalent qualifications in relevant discipline Level 4 in GCSE's Maths and English	D1 Category Driving Licence
Experience	Minimum of 12 months experience or evidence of ability to provide curriculum/resource support Ability to use relevant equipment/ resources in Faculty	
Skills and Knowledge	Effective use of ICT Knowledge of relevant policies/codes of practice appropriate to this post and awareness of relevant legislation for example Health & Safety. Knowledge of subject/resource are	
Personal Qualities	To be reliable and have high standards of punctuality and attendance To have a polite, friendly and flexible approach to work To have good communication skills Ability to relate well to children and young people and able to form and maintain appropriate relationships and personal boundaries with children and young people Able to work constructively as part of a team, understanding school rules and responsibilities Ability to keep calm and retain 'cheerfulness' and deliver high quality service whilst under pressure	
Flexibility	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust	

This job description/person specification may be amended at any time in consultation with the postholder.

Job Title:	Design and Technology Technician		
Chief Executive Officer's signature:	E Vitallis	Date:	June 2024
Postholder's signature:		Date:	