

Job Description

Title of post	Design and Technology Technician
Salary	Salary range - Band C/D points 03 - 06
Hours of work	Permanent. 25 hours per week. Term Time Only.
Line manager and responsible for reviews	Head of Design and Technology Department

Professional Responsibilities for all Associate Staff:

- Work within the NSAT Conditions of Service
- Support and promote the ethos, policies and development plan of the Academy/Trust
- Take part in performance management procedures within the Academy/Trust
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Head of Academy or Line Manager subject to appropriate competence and training

Overall Responsibility:

Under the overall direction and control of the Head of Design & Technology department to work with teaching staff to support the teaching and learning in the Technology Department by enduring the effective preparation and storage of lesson materials and resources.

Main Duties / Responsibilities:

- To undertake the preparation of materials/ingredients for students' practical work.
- To maintain equipment in a clean condition, undertaking routine checks and ensuring that specialist classrooms are prepared for teaching (workshop, kitchen and textiles).
- To undertake preparatory work in the Technology classrooms as required, arranging equipment and materials for focused demonstrations.
- To maintain student kitchen and ensure effective cleaning process is adapted and adhered to.
- To keep sinks and worktops clean; keep stockrooms and equipment clean, tidy and in good order.
- To assist teachers and students during Technology lessons. When requested by teaching staff, to demonstrate the functioning of different machinery, equipment, and materials to small groups of students.
- To work with students who have difficulties undertaking particular tasks, on a one-to-one basis, in a practical environment.
- To understand and be aware of all health and safety instructions on the use of the department's resources (e.g. tools, materials, equipment, etc.)
- To assist with the mounting of displays as required (e.g. student work for Parents' Consultation Evenings or Open Day).
- To receive, check and store materials and equipment, reporting on stock levels and conditions as required within Technology.



- To inform the Head of Design & Technology of any deficiencies in any equipment tested/used that would make it unsafe.
- To inform the Head of Design & Technology of any general health and safety or other risks within the department.
- To undertake photocopying as requested.
- To potentially retain after school clubs within Technology and build STEM links to plan and deliver activities.

General Duties:

- To participate in training and other learning activities as required and to participate in appraisal and professional development.
- To carry out duties with due regard to the school's policies on equal opportunities, health and safety and quality assurance.
- To act as a responsible caring adult with the health, safety and welfare of the students always in mind; must show conduct which commands respect.
- Undertake other similar duties and activities that fall within the grade and role of any other duties as may be reasonably required by the Head of School including morning and break duty.

SignedPost Holder

SignedLine Manager

Date.....

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.