**King Edward VI HANDSWORTH GRAMMAR SCHOOL**

###### JOB DESCRIPTION

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| **Job Title:** | Senior Technician (DT) | **Division:** | Facilities |

**1.0 Job Purpose**

* 1. To support teaching staff in the development and education of children including the provision of specialist technical skills and knowledge at an advanced level across a range of disciplines
  2. To support teaching staff in the development and education of children
  3. To assist teaching staff in developing appropriate resources for teaching and learning
  4. Under the direction of the Head of Department ensuring that all Health and Safety requirements are met
  5. To maintain and monitor equipment in the department to ensure all pupils are able to access a wide range of materials and processes as part of their D&T provision
  6. Under the supervision of the Head of Department maintain stock rooms, receive equipment and materials and maintain an inventory system for such items

1. **DUTIES AND RESPONSIBILITIES**
   1. Use specialist technical skills to meet the educational needs of learners.
   2. Contribute to the assessment of the needs of learners’ practical needs within the specialist area
   3. To take part in the School’s Performance Management process and access CPD
   4. Contribute to the development and implementation of policies relating to Technicians
   5. In consultation with appropriate Teaching Staff, assist in the development and monitoring of relevant plans and procedures to support the implementation of the curriculum and school targets.
   6. Manage the use of resources to meet the needs of the school.
      1. Develop and monitor the relevant budget and liaise with the responsible officer as appropriate
      2. Ensure physical resources are managed to best value and liaise with relevant personnel
   7. Where appropriate determine, implement and monitor health and safety risk control measures with statutory guidelines.
   8. Research and assist with the implementation of new technical processes as required for a changing curriculum in conjunction with teaching staff
   9. Ensure that the training & development needs of staff are assessed and met in conjunction with school policy
   10. Ensure all equipment is security marked or has appropriate categorical numbering
   11. Maintain machinery and tools in accordance with Health and Safety requirements
   12. Carry out weekly material checks across all D&T rooms
   13. Carry out a range of duties including: inputting data, photocopying, and preparing teaching materials and booklets. Assist in administrative duties
   14. Complete ordering of Materials and equipment
   15. Compile and maintain a departmental asset register
   16. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
   17. To ensure all tasks are carried out with due regard to Health and Safety
   18. To undertake appropriate professional development including adhering to the principle of performance management
   19. To adhere to the ethos of the school
       1. To promote the agreed vision and aims of the school
       2. To set an example of personal integrity and professionalism
       3. Attendance at appropriate staff meetings, trips and open evenings
   20. Any other duties as commensurate within the grade in order to ensure the smooth running of the school

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|  | **OBSERVANCE OF THE CITY COUNCIL’S**  **EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED** |

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|  | PERSON SPECIFICATION | | | |
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**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

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| **CRITERIA** | ESSENTIAL | **M.O.A.** |
| **EXPERIENCE**  (Relevant work and other experience) | Possession of appropriate experience for wood-turning, centre lathe, mill, pillar drill and bandsaw  Knowledge of Health and Safety legislation as it relates to the work of a school  Knowledge of COSHH and ESCC regulations in relation to safe handling and storage of chemical  Knowledge of safe working practices in relation to the handling and use of hazardous equipment and tools  Experience of a range of design techniques  Experience of undertaking a range of design-related tasks | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **SKILLS AND ABILITIES**  (Eg Written communication skills, dealing with the public) | Ability to maintain a range of tools and equipment  Ability to prepare equipment and materials for lessons, as requested by the teaching staff  Ability to work in an organised and methodical manner  Ability to identify work priorities and manage own workload  Ability to establish positive relationships with pupils, including those with special educational needs  Ability to maintain accurate work records and maintain inventories  Ability to work effectively as part of a team | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **TRAINING** | Commitment to continuing professional development | AF/I |
| **EDUCATION/** QUALIFICATIONS NB Full regard must be paid to overseas qualifications | GCSE Level 2 in English and Maths  Appropriate qualifications or experience in the field | AF/I  AF/I |
| **OTHER** | Able and confident to work on own initiative whilst still being part of a team  Must be willing to work in a developing and pressured environment in order to meet the needs of the school | AF/I  AF/I |
| **CONTRA INDICATION** | Criminal convictions involving offences against children  Unsatisfactory DBS check  Ineligibility to work in the UK  Inability to work under pressure | AF/I  AF/I  AF/I  AF/I |