

*Our Vision:*

 *To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***Striving for Excellence***

**Job Description:**

**Post: DT Technician**

**Line Manager: Head of Department / Faculty**

# Under the direction/instruction of senior staff: provide general support to staff and students, including preparation, and routine maintenance of resources/equipment.

**Areas of responsibility and guidance:**

**Support for students:**

##### To prepare materials in bulk for students in Year 7 through to Year 9, and individually for those students in Years 10 to 13 involved with their own projects;

* To prepare canvasses for the art department.

**Support for teaching staff:**

##### To inform the Head of Department/Faculty of any material shortfall – placing an order if necessary;

* To maintain the tools and equipment in a safe and usable condition, and to advise the Head of Department/Faculty of any necessary replacements;
* To produce jigs, formers, moulds, patterns, working visual aids and models, tool racking etc., to assist the staff with their teaching and to improve the working environment;
* To photocopy and laminate when necessary;
* Unpacking, checking, sorting and storing of material supplies and the efficient running of the technology materials conversion area;
* To assist the Head of Department/Faculty wherever possible in the execution of his/her duties.

**Administration:**

* Photocopying as required for both departments;
* Ordering new equipment for both departments;
* Putting up wall displays;
* Book keeping for budget.

**Support for the School:**

* Being aware of and complying with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
* Being aware of and supporting difference and ensure all pupils have equal access to opportunities to learn and develop;
* Contributing to the overall ethos/work/aims of the school;
* Appreciating and supporting the role of other professionals;
* Attending relevant meetings as required;
* Participating in training and other learning activities and performance development as required;
* Occasional class cover supervision for absent staff.

**Personal Qualities:**

* Reliable and conscientious pastoral leader with high expectations in line with the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green:**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children,

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| **Essential** | **Desirable** |
| NVQ 3 or equivalent qualification or experience in relevant discipline | Working knowledge of relevant polices/codes of practice and awareness of relevant legislation |
| Effective use of ICT and other specialist equipment/resources | Very good organisational skills |
| Very good numeracy/literacy skills | Ability to relate well to children and adults |
| Demonstrable attention to detail | Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these |
| Experience of development, management and operation of administrative systems | Ability to self-evaluate learning needs and actively seek learning opportunities |

We want all at SHS to believe in and maintain the values of our school:



Signature: ……………………………………………………………………… Dated: …………………………………………………….