



ST JOSEPH'S COLLEGE

Job Description and Person Specification DT Technician

Job Title:	Design & Technology Technician
Salary:	Grade 5 Point 13 = £24,072 pa
Hours:	30 hours per week full time (36 hours Term Time only +2 weeks may be available)
Responsible to:	Head of Department
Start Date:	ASAP

JOB PURPOSE:

During term time to assist teaching staff in the department in providing students at St Joseph's College with a relevant and effective Design & Technology experience and ensure high levels of achievement in all areas of D&T.

During non-term time to support Site Team as directed.

MAIN DUTIES AND RESPONSIBILITIES:

- Assist in Daily/Lesson Preparation within DT, Engineering and Food Technology
- Undertake daily health and safety checks and keep the necessary documentation updated.
- Prepare materials and ingredients as required by the subject teacher prior to lessons
- Ensure hand tools are kept in optimum condition and stored correctly
- Organise extra equipment for lessons
- Regularly maintain the equipment and tools in the workshop and classroom areas
- Empty and clean the dust extraction filters as required by the manufacturer
- Keep all classrooms organised and free from hazards
- To assist Technology staff in developing appropriate resources for teaching and learning.

GENERAL

- Organise materials, ingredients and tools in the Department
- Stock-taking and ordering of materials, ingredients and equipment
- Organise and catalogue books in Department
- Assisting with the organisation and delivery of key stage 4 non exam assessment
- Undertake and keep records of risk assessments.
- Organise annual health and safety checks.
- To PAT test electrical devices as per the appropriate cycle (training will be provided)
- To provide support for the teacher during practical lessons this will include Food Technology



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Lessons

- Under the direction of the HOF, ensure that all Health & safety requirements are met.
- To assist teaching staff in promoting and raising the profile of D&T within and outside School.
- To support the development and delivery of Computer Aided Design & Manufacture in D&T.

KEY ATTRIBUTES

- Practical/hands-on experience is desirable
- Ability to show initiative and to prioritise one's own work and that of others
- Ability to work as part of a team and individually
- Self-motivating with the ability to multi task
- Confident in the use of ICT

ACADEMY CULTURE

- To be alert and active on issues relating to pupil welfare and child protection
- To run enrichment sessions as part of the timetabled school day
- To support and work in collaboration with colleagues and other professionals in and beyond the school, providing other support as required
- Work as part of a team within the Design and Technology
- To undertake such other tasks relevant to the work of the Design and Food Technology Department or the needs of the school as they may arise.

OTHER

- To undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake, within reason, other various responsibilities as directed by the Headteacher.

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post, the competence of the post holder and the context of the duties of the post holder.

This job description is subject to annual review.

Equality & Diversity

We are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote equality and diversity in the course of their work.



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Review of Job Description

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- The duties may be varied to meet the changing demands of the College at the reasonable discretion of the Headteacher

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:	
Signature:	
Date:	