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**HLTA and Technician - DT**

**Grade: BTC Band 06, Scale Point 10.**

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

**Students come first:** First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

**We are team players:** Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

# Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

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| **Core Purpose** |
| To provide high-level classroom and technical support within the Design & Technology department, combining the responsibilities of a Higher Level Teaching Assistant (HLTA) and a D&T Technician. The role supports teaching, learning, and the practical delivery of Design & Technology, including workshop and CAD/CAM-based activities.  To complement the professional work of teachers by taking responsibility for delegated learning activities under an agreed system of supervision, contributing to planning, delivery, and assessment. To ensure the safe, efficient, and effective preparation, maintenance and operation of materials, tools, and equipment within the D&T workshops and classrooms. |

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| **Main Responsibilities** |
| The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.  • Plan and prepare teaching and learning activities for individuals, groups or whole classes in D&T, complementing and supporting teacher-led instruction.  • Deliver structured learning activities, including practical sessions and demonstrations in areas such as engineering, woodworking, CAD/CAM and other D&T specialisms.  • Support students in the development of their practical skills, ensuring all health and safety procedures are followed.  • Assist teachers in the assessment, recording and reporting of pupils' progress, providing constructive feedback to pupils and supporting learning objectives.  • Supervise and lead small groups or whole classes during teacher absence as appropriate, ensuring learning continues effectively.  • Prepare and maintain resources, equipment, and materials for lessons – including setting up machinery, replenishing consumables, monitoring stock levels, and ensuring servicing and repairs are arranged as necessary.  • Carry out minor repairs to tools and equipment (e.g. sharpening chisels, repairing cables, maintaining workshop tools).  • Operate and support the use of CAD/CAM equipment (e.g. 2D Design, laser cutters, 3D printers) to assist pupils and staff with practical projects.  • Maintain safe working practices and ensure compliance with Health and Safety regulations within workshops and classrooms, including carrying out visual and routine safety checks.  • Monitor and maintain inventories of tools and equipment, including storage and security of materials.  • Work collaboratively with teachers to support lesson planning, resource design, and project-based learning activities.  • Provide technical advice and demonstrate techniques to pupils and staff, supporting the development of creative and technical skills.  • Assist with displays, exhibitions, and extra-curricular activities that promote D&T.  • Contribute to safeguarding, equality, and inclusion within the classroom environment, ensuring all students are supported and engaged.  • Participate in departmental and whole-school initiatives, promoting the ethos and values of the Trust and Academy.  • Undertake any other administrative or support duties commensurate with the role, as required by the Head of Department or senior leaders. |
| **Other Duties** |
| * To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses * To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders. * Responsible for the health and safety of themselves and others * Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues * To be a team player and contribute towards the vision, culture and ethos of the Trust * From time to time you may be required to carry out other duties commensurate with the role. |

**Person Specification**

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| **Area to be assessed** | **Essential criteria** | **Desirable criteria** |
| **Safeguarding** | Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people. |  |
| **Qualifications/Experience** | GCSE standard or equivalent in literacy and numeracy  Experience of dealing with young people  Knowledge and experience of engineering and woodworking.  Basic electronics and plastic forming experience. | HLTA qualification or equivalent experience.  Experience of supporting pupils within an educational environment.  Basic electronics or plastics forming experience.  Training in relevant learning strategies or workshop techniques. |

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| **Knowledge/Skills** | Accuracy, initiative, flexible, reliable.  Working in a noisy, dusty area with regular contact with heavy and dangerous pieces of equipment, which requires a high level of expertise and concentration.  Physical effort is required for carrying machinery and tools in the Academy working environment  Understanding Health and Safety legislation and policies. |  |