

Job Description

Job title: Senior Design and Technology Technician

Main purpose of job:

To provide full technician support to teaching staff, particularly in the preparation and clearing away and cleaning of lesson materials. To clean and maintain equipment and classroom area after each lesson and any spillage when they occur. To contribute to the effective delivery of the Design and Technology curriculum and supporting health and safety across all aspects of the department's practical work.

Department: Design & Technology

Location: Plume Academy

Position reports to: Faculty Leader - Technology

Position is responsible for: Technicians

Length of contract: Permanent – 30 hours per week, Mon – Fri; Term time only – 38 working weeks

Salary: Plume Academy Support Pay Scale Band 3 Points 17-25. Actual Starting Salary £14,697

Key Responsibilities and Accountabilities

Main Duties:

Management of Design and Technology technician team:

- To manage and lead the Design and Technology technician team.
- To oversee and maintain effective systems for the Design and Technology technician team
- To direct and adjust working arrangements for the team as appropriate to meet fluctuations in workload and ensure cover for absent colleagues as required.
- To undertake appraisal of team members in co-operation with Head of Design and Technology.
- To identify, plan, co-ordinate and undertake Health and Safety training requirements.
- Maintain a flexible and proactive approach to departmental support, contributing to smooth daily operations.

Support for Teaching and Learning:

- To ensure the efficient preparation and organisation of lesson materials, tools and equipment as required

- To support teaching staff and pupils during lessons, including safe use of tools and machinery
- To take responsibility for a class of students at the changeover period between lessons, as necessary.
- To work alongside staff in preparing materials for examination coursework
- To co-ordinate project materials and photocopying.
- To maintain faculty displays and notice boards and preparing materials for open evenings, to showcase science within Plume Academy.

Health and Safety:

- Health and Safety representative for the department.
- To ensure the application of Health and Safety procedures and to raise awareness of Health and Safety issues specifically in relation to workshops, using BS4163 and Building Bulletin 81.
- To assist in ensuring the safe conduct of students in the department.
- To work in collaboration with the Subject Leaders to ensure risk assessments are carried out.
- To ensure periodic and routine inspection and maintenance of departmental equipment and resources.
- To ensure the workshop and preparation areas are clean, tidy and hazard-free at all times
- To maintain and clean equipment as requested
- To ensure safe storage and use of equipment
- To liaise with maintenance staff regarding any gas/fume problems which may occur

Maintaining the stocks of materials and equipment:

- To purchase departmental resources
- To maintain appropriate stocks for the department in liaison with the head of department
- To check deliveries on arrival and querying any missing/damaged items.

General

- To undertake any training commensurate with the post
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager



- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy
- Any other reasonable duties as delegated by the Faculty Leader or Joint Head of Academy.

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Date of next review: Annually in line with the PMR process.

Person Specification

Person Specification - Qualifications and Experience	Essential	Desirable
Educated to Level 2 standard of education – Including Maths and English qualification	✓	
NVQ Level 3 in Engineering, Design Technology or relevant discipline (or equivalent experience)	✓	
Good understanding of Health and Safety requirements.	✓	
Strong practical knowledge of tools, workshop machinery and materials used in Design and Technology	✓	
Evidence of further professional study		✓
Good level of understanding of ICT in Microsoft packages – Including excel	✓	
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of assisting staff and students to resolve classroom issues		✓
Experience of responsibility in a pastoral area		✓
Knowledge, Skills and Abilities	Essential	Desirable
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs		✓
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	