



### Job Description

JOB TITLE	Senior Design Technology Technician
JOB FAMILY	Technician
PHASE	Secondary
REPORTING TO	Curriculum Leader of Design Technology
RESPONSIBLE FOR	n/a

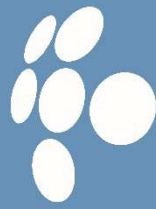
### Job Purpose

To line management and oversee the development of other technical staff within the department.

### Duties and Responsibilities

#### Curriculum Support

- To be responsible for obtaining stock, re-ordering, checking deliveries and undertaking annual stock checks across the food and Design department.
- To maintain materials, stock, including the procurement of ingredients for practical food, and apparatus required for demonstration and for practical work in all workshops and classrooms (DT and Food).
- To be responsible for the orders and lessons and demonstrations.
- To be responsible for preparation of materials, equipment and machinery for practical lessons
- Test new equipment and devise new practical work (with support from departmental teaching staff).
- To provide an efficient system for ordering, stocking, storing and distributing items used in the Design and Technology Department and Food department, including any associated record keeping.
- To operate all relevant information and recording systems including cataloguing, filing and inventories, and legal records as they relate to Health and Safety and equipment/ appliance testing.
- To receive and check deliveries and associated invoices.
- To obtain materials/ ingredients as appropriate (support for large food orders).



- Raise Purchase orders for all equipment for the successful teaching of Food & Nutrition, all Design & Technology subjects and other departments as required. Record & monitor this expenditure.
- To prepare materials for teachers and/or pupils when required for class use i.e. demonstrations, experiments, examinations and assessments

### **Health and Safety**

- To ensure that all practical teaching areas and materials preparation areas are maintained in a clean, tidy and safe condition (across the Design and Food department)
- To maintain and repair workshop tools and equipment to required standards, including obtaining estimates for more complex repair work.
- To carry out routine and ad-hoc safety checks on equipment, as required, and keep a record of all inspections
- To ensure that equipment, apparatus, tools and machines are kept in good order and repaired, serviced or replaced when necessary (Including arranging the PAT testing of electrical equipment as appropriate).
- To liaise with suppliers, maintenance engineers and representatives on behalf of the Curriculum lead
- To be responsible for ensuring general maintenance work within the department is actioned.
- To be aware of the relevant Health and Safety regulations, undertaking appropriate training to ensure knowledge is kept up-to-date. To give health and safety information to technical staff, teachers and pupils/students.
- To ensure the safe storage of and/ or disposal of equipment, materials, chemicals and waste materials in line with recognised procedures and contribute to the production of appropriate risk assessment (to include appropriate labelling of chemicals/materials used in the workshop).

### **Student Support**

- To support in class/ workshop setting with students as requested by the teacher/ CL.
- To be responsible for departmental filing and supervise photocopying in liaison with the reprographics staff (responsibility of technicians)
- To set up demonstration for practical lessons as requested, ensuring they work effectively and are cleared away.
- To deliver equipment and resources to workshops or classrooms as requested by teachers.
- To test practical work before their use in a workshop setting.
- To collect, clean, check materials and return tools and workshop equipment to stores.
- To set up demonstration for practical lessons as requested, ensuring they work effectively and are cleared away.



- To construct and/ or modify workshop resources for demonstration, use and display.
- Be involved with extra curricular activities

#### **Whole school - uphold the school values, behaviour strategies etc.**

Support in the building, installing, manufacturing, procuring and developing various equipment across the school including of set/ exhibitions and other requirements of the creative departments.

- Staff Association - Items for Staff Functions, celebrations, significant birthdays etc.
- MHOS - Refreshments for Staff. Order/ collection/ delivery of food/ cakes/ refreshments for staff
- TLC – consumables for External Lets
- Support various other Departments as required
- Maintain/repair various equipment throughout the school e.g. laminators, guillotines, etc.
- Manufacture items for the school as required.
- Carry out Portable Appliance Testing on equipment as required/arrange PAT equipment calibration.
- Help caretakers with lifting, designing items, covering when absent and other requirements.
- Organise any Staff Association events including end of Summer and Autumn term refreshments.
- Support in developing relevant community links and Artsmark/ Cultural procurement, trips and events.
- Breakfast club and AP ingredients/ breakfast supply (Orders, collection, etc)

#### **Working with colleagues and other relevant professionals**

- To work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school



- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils

#### Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend meetings and training sessions as required.

#### Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

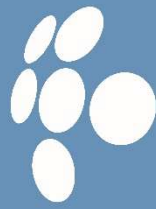
#### Generic Duties relevant to all members of Staff

##### The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Portsmouth Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

##### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the



core business. This may mean undertaking tasks outside of your area of responsibility where required.

#### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### Health and Safety

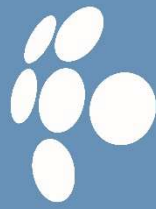
- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of



and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

#### Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Senior Design Technology Technician

Name:

Signed:

Date: