



Shaw
Education
Trust



Careers

at Shaw Education Trust



Job Title:	Technology Technician
Grade:	4
SCP:	SCP 13 – SCP 16
Conditions of Service:	Support Staff Contract
Responsible to:	Headteacher

Job Purpose

To uphold the vision and aims of the school AND Work co-operatively with and in support of all adults in the school and work with students in a courteous, caring and responsible manner at all times. Work with visitors to the school in such a way that it enhances the reputation of the school and present oneself in an appropriate manner so that it upholds the values of the school.

Key Responsibilities

Duties and Responsibilities

- Prepare materials across the DT subjects as requested by faculty staff.
- Support all KS students with technical manufacture of coursework practical across all technology areas.
- Work with small groups of students to supervise and support with practical work.
- Support in lessons as directed by head of faculty.
- Maintain tools, machines, CAM and equipment throughout the faculty, with regular/routine checks.
- Organise servicing and repairs for all faculty equipment.
- Ensure health and safety requirements are followed and produce risk assessments where required.
- Regular cleaning of the work surfaces, ovens and sinks within the food technology room and ensuring all equipment is maintained and well organised.
- Regular cleaning of workshop including vices and machine tools.
- Maintenance and emptying of dust extraction systems.
- Following a weekly faculty job list and timetable as directed by head of faculty.
- Washing of all faculty linens.
- Receive all orders and ensure they are stored appropriately.
- Prepare and set up materials and equipment as directed by staff for lessons.
- Provide absence cover for Site Manager and support day to day Site Management activity as required in negotiation with School Business Manager.
- Carry out annual audits and stock control within areas outlined by the Head of Faculty. Monitor and manage stock and supplies and order replacements. Complete a weekly order for food technology.
- Keep all preparation and stock areas clean, organised and tidy. Manage the storage of students work.
- Play an active role in the development of the faculty, be committed to our aims and administer / follow policies outlined in the faculty handbook.
- Support and assist with primary liaison program including food preparation and setting up of brickwork activities.
- Disposing and reclaiming of materials.
- As required produce teaching aids, jigs, displays to support teaching as requested by faculty staff.
- Attend faculty meetings as required.
- Prepare all construction lessons including mixing of mortar, moving bricks and blockwork.

- Undertake all relevant training courses and keep up to date with developments in design technology.
- Exhibiting of students work and organising the layout of rooms as requested by faculty staff.
- Weekly maintenance of laser cutters including cleaning of laser head. Yearly filter changes.
- Provide general clerical and administrative support, eg photocopying, filing and arranging for the printing of written materials.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Contribute to the achievement of the school's objectives.
- **Promote inclusion and acceptance of all pupils within the school.**
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Be aware of, support and ensure equal opportunities for all.
- Assist with pupil needs as appropriate during the school day.

Safeguarding

- Take responsibility for promoting the safety and welfare of all pupils.
- Report all concerns to an appropriate person.
- Co-operate and work with relevant agencies to protect children.
- Ensure all statutory requirements are adhered to, including prevention.

This job description is not prescriptive, nor necessarily a comprehensive definition of the position.

Notwithstanding the duties in this job description, you will be expected to undertake any other duties and tasks which are not specifically listed but are within the scope and remit of this post to ensure the effective delivery and development of the service.

Qualifications and Experience

Qualifications/Training

- Nationally recognised qualifications: equivalent to a minimum 5 A* - C grades at GCSE including English and Maths or equivalent Level 2 (NVQ) qualifications.

Experience / Knowledge / Skills

- Previous experience of working with children in the age 11-16 age group.
- Success as a member of a team.
- Relevant industrial experience in use of machinery and equipment.
- Knowledge of the requirements of working in a food preparation area.
- Professional appearance and demeanour.
- Excellent role model.
- The ability to form good relationships and communicate well with pupils.
- The ability to deal calmly with students and avoid confrontation.
- Ability to work effectively with and command the confidence of teaching staff and senior management within the school.
- Ability to manage workload.
- Be enthusiastic and have the ability to motivate pupils.
- Be willing to undertake relevant professional development.
- Have the ability to work independently and as part of a team.
- Well organised.
- Dedicated.

Codification of expected norms and behaviours

Leadership, of self and others		
Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Build relationships between yourself and the team, and between team members. • Unify not divide the team, promote a culture of respect. • Manage conflict well and pro-actively. • Embrace and welcome accountability of self, and for team. • Care for the well-being of your team/colleagues. • Support the retention of good staff by creating a positive culture around workforce development and team communities. • Ensure good communication amongst your team and the wider organisation as appropriate. 	<ul style="list-style-type: none"> • Ensure effective workforce development and training for self and all, including coaching and mentoring. • Spot and nurture talent – in yourself and in others. • Positively engage in development opportunities and aptitude development. 	<ul style="list-style-type: none"> • Ensure clear roles and accountabilities for the team are well understood. • Develop and promote mutual accountability between colleagues in the team. • Deploy staff and resources effectively across the team. • Manage the workload of self and team. • Know your team(s)/colleagues well.
Model our values and behaviours		
Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Build trust within your teams and across the Trust. • Create and contribute to a psychologically safe environment so staff can work and flourish within your team and across the Trust. • Value compassion • Encourage a can-do approach personally and across your team. • Positively challenge poor behaviour and call it out. 	<ul style="list-style-type: none"> • Be self-reflective on your own strengths and be proactive in seeking support (via colleagues, reading or CPD) to understand any areas for improvement and ensure your development in these. 	<ul style="list-style-type: none"> • Display professional credibility to team, peers, and trustees.

<ul style="list-style-type: none"> • Be highly and consistently visible across the organisation and within your team. • Demonstrate a consistent approach and calmness. 		
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Motivate and inspire

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Celebrate and acknowledge success of self and others. • Show and demonstrate the value of others – create an abundance culture where all can be successful without threat or competition. • Demonstrate drive and ambition for self, team and Trust. 	<ul style="list-style-type: none"> • Engage in wider networking, development opportunities and/or reading to gain inspiration and personal motivation. • Understand and share your ‘why’ – and revisit it regularly. 	<ul style="list-style-type: none"> • Communicate a precise and clear vision. • Set the journey ahead which is understood by all. • Evidence sharp goal setting and achievement. • Ensure errors, oversights and mistakes are rare.

Reflection

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Demonstrate transparency and integrity within team and across the Trust. • Accept responsibility and be vulnerable, avoid a blame culture. 	<ul style="list-style-type: none"> • Take time to know yourself and engage in self-reflection and learning. • Ask thoughtful questions and seek the truth. • Give and accept feedback. 	<ul style="list-style-type: none"> • Encourage your team to reflect on efficiency and effectiveness, striving to gain a constantly improving approach.

Secure accountability by giving tools to succeed by...

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Giving generously with your time. • Ensuring 1:1 meetings are useful and effective in driving improvement. • Providing support and removing barriers to success. • Be true to your word, if you say you will do something, do it. 	<ul style="list-style-type: none"> • Have high expectations of yourself and others, seek out best practice. 	<ul style="list-style-type: none"> • Ensuring absolute clarity in terms of expectation and ‘the ask’. • Allocating resources effectively to support KPI delivery. • Be willing and able to have challenging conversations.

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

HH 03.02.2021

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.