

Job Specification

Post Title: Design and Technology Technician

Reporting to: Headteacher or Line Manager nominated by the Headteacher

Location: Kettlethorpe High School

Grade: 5

Post Ref No: N/A

Service Area: Family Services

Overall Purpose of the Post:

Under the instruction/guidance of senior staff: Provide general support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and pupils

Knowledge, skills and experience requirements for the post.

	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications/ Training</u>	NVQ 2 or equivalent qualification or experience in relevant discipline Level 2 Numeracy/ Literacy or willingness to work towards this	Support Work in Schools (SWiS) Level 2

<p><u>Skills/ Knowledge</u></p>	<p>Effective use of ICT</p> <p>CAD/CAM 2D Laser Cutter</p> <p>Use of relevant equipment/resources</p> <p>Good Numeracy/ literacy skills</p> <p>Knowledge of particular subject/technical area</p> <p>Knowledge of relevant polices/codes of practice and awareness of relevant legislation</p> <p>Ability to identify own training and development needs and co-operate with means to address these</p> <p>Ability to relate well to children and adults</p> <p>Safety certification for workshop machinery/equipment</p> <p>Relevant knowledge in First Aid</p> <p>COSHH aware</p>	<p>Food safety/hygiene certificate (L2 or above)</p> <p>Willingness to support all material areas in the DT suite of subjects</p>
<p><u>Experience</u></p>	<p>General technical/resource support</p> <p>Experience of engineering/joinery and/or carpentry</p>	

Responsibilities and accountabilities

SUPPORT FOR PUPILS

- Support pupils in accessing learning activities under the guidance of the teacher, particularly for G&T/high ability pupils who benefit from 1:1 support
- Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR THE TEACHER

- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment/ resources/ materials as required by staff/ curriculum/ lesson plans etc.
- Maintain records as requested in particular Health and Safety records; resources and departmental budget
- Ensure the health and safety and good behaviour of pupils at all times
- Provide clerical/admin support

SUPPORT FOR THE CURRICULUM

- Monitor and manage stock and supplies, cataloguing as required, including department budget
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Assist and support some pupils, in the use of specialist equipment

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals

- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance management as required
- Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities

Other duties commensurate with the grade of the post as directed by the Headteacher.

Responsibilities for resources

People: None

Budgets: Responsible for monitoring the department budget (approx £11K)

Physical Resources: Effective use of materials and resources

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

Employment checks required of this post:

- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications – see page 1 of this specification.
- Two satisfactory references.
- Evidence of a satisfactory safeguarding check e.g. An Enhanced CRB Disclosure.
- A List 99 check.
- Confirmation of medical fitness for employment.

Date completed: 03/01/2012