



## JOB DESCRIPTION

### JOB TITLE: D&T Technician (Resistant Materials)

<b>Purpose:</b>	To assist in providing practical support to teaching and learning in the DART department including small group pedagogy and individual students. Preparing teaching resources, maintaining equipment and the teaching environment to a high standard, and supporting the teachers in lessons, all of which enhances the learning experience for students.
<b>Reporting to:</b>	Head of Faculty, DART
<b>Responsible for:</b>	-
<b>Liaising with:</b>	Head of Faculty, DT D T Teachers SLT. Staff. Students.
<b>Working Time:</b>	37 hours a week. Term time only/ Full Time 8:00 – 4:00 Mon – Thursday. 8:00 – 3:30 Friday. Equivalent to 38 weeks
<b>Salary/Grade:</b>	Scale 4 Point 6 - 8
<b>Disclosure level</b>	All positions are subject to an enhanced DBS check as standard practice.
<b>Date</b>	



<b>MAIN (CORE) DUTIES</b>	
<p><b>The specific duties and responsibilities pertaining to the D&amp;T Technician are to be read in conjunction with the School's Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.</b></p>	
<b>Support for Staff</b>	<ul style="list-style-type: none"> <li>• To prepare materials (Mostly wood, metal and plastics) and equipment for use by teachers and students in classroom, including preparation of the workshops for practical lessons and new projects in line with Scheme of Learning Changes.</li> <li>• To collaborate with departmental leaders in creating, controlling, managing and processing financial orders.</li> <li>• To undertake basic maintenance routines on equipment and tools used in the classrooms.</li> <li>• To regularly check for faults and report to Head of Faculty and Assistant Head of Faculty.</li> <li>• To provide support to teachers during lessons in the use of equipment and machines.</li> <li>• To be aware of, and adhere to, current health and safety codes of practice as advised by the Head of Faculty and Assistant Head of Faculty.</li> <li>• To organise logistics of equipment.</li> <li>• To provide technical support to teachers and learners.</li> <li>• To assist with the faculty administration.</li> </ul>
<b>Support for Students</b>	<ul style="list-style-type: none"> <li>• To assist with lessons and practical work.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• To provide clerical administration support to the teaching staff in D&amp;T; including word processing, emails, dealing with telephone enquiries.</li> <li>• To undertake stocktaking and replenishment ordering and storage of materials under direction of Head of Faculty.</li> <li>• To set up and maintain a system for loaning equipment across the D&amp;T facility.</li> <li>• To carry out daily/weekly checks in the workshops checking:               <ul style="list-style-type: none"> <li>○ Equipment.</li> <li>○ Materials.</li> <li>○ Safety signs.</li> </ul> </li> <li>• To organise own timetable around teaching staff timetables.</li> </ul>
<b>Other related duties</b>	<ul style="list-style-type: none"> <li>• To advise that all relevant Health and Safety guidelines are observed in D&amp;T areas and in the first instance report any problems to Head of Faculty.</li> <li>• To assist with SHE audits.</li> <li>• To act as part of the first aid team.</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge/experience or working with wood and plastics.</li> </ul>



<b>Essential Skills &amp; Qualification</b>	<ul style="list-style-type: none"> <li>• Good working knowledge of maintenance and best practice of equipment.</li> <li>• Good knowledge of ICT packages relevant to curriculum.</li> <li>• Good ICT skills.</li> <li>• Accurate record keeping and storage.</li> <li>• First Aid accreditation (Desirable).</li> <li>• Excellent Health and Safety and risk assessment practice.</li> </ul>
<b>Essential personal attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team and on own initiative and with resilience.</li> <li>• Self-motivating with the ability to multi-task.</li> <li>• Good interpersonal skills, and the ability to enthuse and motivate others.</li> <li>• Good communication skills and ability to work with people at all levels.</li> <li>• Flexible and adaptable.</li> <li>• Ability to work under pressure.</li> </ul>
<b>Practical Skills</b>	<ul style="list-style-type: none"> <li>• Support with set design and creation for school productions.</li> <li>• Ability to communicate with young people, both individually and in a group setting.</li> <li>• Able to develop and maintain close links and work effectively with staff both within and beyond the school.</li> <li>• Confident basic user of ICT. Must be numerate and well organised.</li> <li>• Good planning and organisational skills and a flexible approach to the management of work.</li> <li>• Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.</li> <li>• Ability to prioritise own workload</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To engage actively in the Performance Management Review process.</li> </ul>
<b>EMPLOYEE RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.</li> <li>• To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.</li> <li>• To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.</li> <li>• To support the school in meetings its legal requirements for worship.</li> <li>• To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.</li> <li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.</li> </ul>	



- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### HEALTH AND SAFETY

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

#### SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

The actual dates that the “plus days” attached to this position will be worked should be agreed following discussion and agreement with the Line Manager.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

#### VERIFICATION

I agree that this job description conveys an accurate description of this job.

**Agreed :** \_\_\_\_\_ (Postholder)                      **Date:** \_\_\_\_\_

**Agreed :** \_\_\_\_\_ (Line Manager)                      **Date :** \_\_\_\_\_

**Agreed :** \_\_\_\_\_ (Assistant Head, Resources)                      **Date :** \_\_\_\_\_