

Job Description

Job Title	DT Technician
Grade	C/D
Responsible To	Headteacher / Head of Department
Staff Managed	None
Job Family	Technicians
Job Purpose	To work under the direction of the designated person to support the coordination of the use of practical resources and facilities and provide assistance and advice in the practical needs of the curriculum.
Job Context	Required to work within school in supporting teachers with practical lessons in Design Technology. Due to the nature of the role, the post holder may be required to wear protective clothing for their own safety.
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> ● Prepare resources/Materials/equipment for lessons ● Support with planning and organising equipment ● Offer advice to teachers, technicians and pupils/students. ● Offer guidance, assistance and support to pupils & teachers on the practical aspects of the curriculum which may include assisting with demonstrations. ● Record observations in an appropriate manner. ● Liaise with all areas of the school and outside organisations. ● Assist with basic demonstrations. ● Appreciate that others may not have the same understanding of professional terms and may interpret language such as acronyms differently. ● Undertake record keeping as required
Communications	<ul style="list-style-type: none"> ● Communicate effectively with all pupils and colleagues ● Remember and understand the procedures and legislation relating to confidentiality issues that apply to your role. ● Interact with pupils in a supportive way to aid the development of their ability to think and learn ● Have the ability to use clear language to communicate information unambiguously to others including children, young people, their families and carers. ● Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.
Resource Management	<ul style="list-style-type: none"> ● Carry out stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records. ● Design, construct, and modify apparatus/equipment. ● Lead on routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard. ● Assist in monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy. ● Ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.
Safeguarding	<ul style="list-style-type: none"> ● Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with ● Have awareness and basic knowledge, where appropriate, of the most recent legislation ● Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them ● Make considered judgements about how to act to safeguard and promote a child or young person's welfare

Systems and Information	<ul style="list-style-type: none"> ● Attend staff meetings, training days and management meetings by agreement with their manager ● Participate in training and learning activities and performance development as required. ● Keep up to date with current procedures and practices through continuing professional development.
Data Protection	<ul style="list-style-type: none"> ● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure ● Provide technical advice on health & safety issues to teachers and technical support staff ● To work with colleagues and others to maintain health, safety and welfare within the working environment ● Contribute to the assessment, monitoring and review of both health & safety procedures and information resources through a process of self-evaluation ● Carry out electrical and other safety checks ● Ensure the healthy, safe storage and accessibility of equipment and materials. ● Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards
Equalities	<ul style="list-style-type: none"> ● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. ● Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> ● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. ● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. ● Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> ● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. ● Understand your own role and its limits, and the importance of providing care or support.

Person Specification

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Staff Managed	None	
Job Family	Technicians	
Essential	Desirable (if not attained, development may be provided for successful candidate)	
Knowledge		
<ul style="list-style-type: none"> ● Knowledge of the subject area and appropriate specialist equipment eg. Preparing relevant subject materials ● Ability to communicate effectively and clearly with a range of staff, pupils and parents. 	<ul style="list-style-type: none"> ● Knowledge of Health & Safety and other relevant legislations that impact on the role 	
Experience		
<ul style="list-style-type: none"> ● Appropriate experience of working in a school department relevant to role 		
Occupational Skills		
<ul style="list-style-type: none"> ● Demonstrable interpersonal and communication skills ● Ability to work successfully in a team ● Able to exercise discretion & judgement ● Self-motivated to prioritise and complete required duties. ● Confidentiality ● Flexibility ● Good time management skills ● Good written and verbal communication skills ● Good literacy and numeracy skills ● IT literate 	<ul style="list-style-type: none"> ● Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame 	
Qualifications		
<ul style="list-style-type: none"> ● NVQ Level 2 or equivalent in a relevant subject. 	<ul style="list-style-type: none"> ● Appropriate first aid training (<i>dependant on the school's needs</i>) 	
Other Requirements		
<ul style="list-style-type: none"> ● Enhanced DBS clearance ● Motivation to work with children and young people ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people. ● Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline. 		