

JOB DESCRIPTION

EDUCATION TO UNDERSTAND THE WORLD AND CHANGE IT FOR THE BETTER

Post	Lead Technician (D&T)
Responsible to	Curriculum Leader – Design & Technology
Grade	SO1
Responsible for	As explained on job description
Working hours	8 am – 4.00pm Monday – Friday, 41 weeks per annum (TTO + 2 weeks)

Everyone at Thomas Tallis works to fulfil our **School Plan**.

Job Description

Lead Technician (D&T)

Purpose

To be responsible for the maintenance of the curriculum workshop and the provision of materials. To be responsible for the Design and Technology Technicians and the deployment of tasks to ensure support and service for the Design and Technology programmes that operate within the school.

The person concerned needs to have excellent organisation and communication skills and be able to work under their own initiative.

Ethos

1. To create a positive working relationship with staff and students
2. To develop a sense of community which reflects the school's values
3. To work professionally within the technology faculty
4. To maintain a safe working environment within the workshop and classrooms

Key Duties

5. To line manage two Design and Technology Technicians
6. To be responsible for the smooth running of the DT Workshop on a day to day basis.
7. To be responsible for ensuring that adequate safety precautions relating to equipment maintenance are taken at all times in the Design and Technology Curriculum Area as required under Health and Safety legislation. To ensure that all Health and Safety concerns are communicated to the Curriculum Leader.
8. To maintain the curriculum area's tools and machines in good working order. To ensure that maintenance schedules are set up and followed in line with Health and Safety requirements.
9. To ensure that all risk assessments are up to date, easily accessible and displayed along with safety signs as appropriate.
10. To be responsible for the general condition and organisation of workshops. Ensure workshops are tidy and clean at the end of the day.
11. To effect, where possible, repair of broken or damaged tools / machines / other items.
12. To be responsible for the DT budget and ordering of supplies ensuring best value is achieved in accordance with laid down procedures.

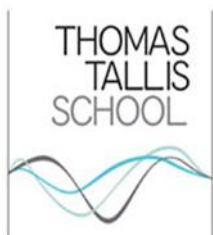
13. To be responsible for the construction and maintenance of a stock control system to meet the needs of the Curriculum Area.
14. To keep an up to date asset register for D&T and review on an annual basis in liaison with curriculum leader.
15. To contribute to the design, development and maintenance of specialist resources, offer professional guidance to support students and teachers in and out of lessons and resource lessons with materials and tools.
16. To assist with individual student projects as appropriate at Key Stage 4 and Key Stage 5.

Other Key Duties:

17. To attend and participate in faculty and staff meetings as required.
18. To undertake professional development as identified in the staff review process.
19. To be a trained first aider.

Additional Duties:

20. To carry out additional duties, as the Curriculum Leader may reasonably request from time to time.
21. To be responsible for promoting and safeguarding the welfare of students you have responsibility for and for those whom you come into contact with.
22. To comply with the school's Health & Safety Policy and to undertake risk assessments as appropriate.
23. To work within the school's Equality and Diversity Policy.
24. To ensure that the spirit of the school equal opportunities policy is implemented.



PERSON SPECIFICATION

Lead Technician (D&T)

Everyone at Thomas Tallis works to fulfil our **School Plan**.

	Essential	Desirable
Personal		
1	A good standard of education	
2	A commitment to your own continued professional development and learning	
3	A commitment to participation	
4	Excellent oral and written communication skills	
Previous experience		
5	Of working in a school or similar environment	
6	Experience of using a range of ICT and new technologies	
Knowledge, skills and attributes		
7	Ability to work under pressure and deal with conflicting demands	
8	Awareness of health & safety regulations in relation to design technology workshops including solvent storage and protective clothing	
9	Awareness of National Curriculum relating to Design & Technology	
10	Effective behaviour management skills	
11	A commitment to safeguarding for all young people.	
Specific to this post		
12	Proven track record as D&T technician	
13	Have a first aid qualification and understand the treatments for injuries that may occur in the production of D&T projects.	

We do not expect applicants to have experience of all of the above. Knowledge of and enthusiasm for what we seek, however, is essential.