



Job Profile: Design Technology Technician - Grade 4

Job purpose:	<p>Under the instruction /guidance of senior staff, provide general support in the Creatives department including preparation, and maintenance of resources and support to staff and pupils.</p> <p>Maintain a purposeful and productive learning environment for pupils and teachers.</p> <p>Preparation of apparatus and other resources as requested by teaching staff.</p> <p>Manage and maintain stocks and resources as required by the department</p>
Reporting to:	Head of Faculty, Headteacher, SLT, and Governors
Responsible for - Staff	NA
Liaising with:	Faculty team, Headteacher, teaching and support staff, Governors, parents, LA, DfE, and internal and external stakeholders
Grade of post:	G4
Disclosure level:	Enhanced

Job Outline

Support for staff:

- Support pupils in accessing learning activities under the guidance of the teacher particularly in practical lessons
- Create and maintain a purposeful, clean, orderly and productive working environment
- Organise practical support for Design Technology teaching in the school
- Ensure timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.

The duties above will include: -

- Preparation of apparatus, materials, etc.
- Setting up/checking/issuing equipment and apparatus for practical activities ensuring safety for pupils
- To ensure that working areas are safe and tidy after practical lessons in accordance with safety procedures
- To support pupils and staff during practical activities, including assisting in the use of CAD/CAM for operation of a laser cutter
- Ensuring general classroom tidiness and cleanliness by routine cleaning and care of equipment and apparatus including glassware, cleaning of sinks and clearing/wiping down worktops
- Ensuring all facilities are accessible for school cleaning staff
- Checking general classroom services and reporting of faults to the Head of Creatives and site staff
- Assisting with practical examinations and preparation for Open Evenings as agreed

Job Outline

- Use of IT resources to maintain pupil record files as requested
- Supervising KS4 pupils during assessment, helping where required

Support for Curriculum

- Monitor and manage stock and supplies (including safe storage of equipment and materials), cataloguing as required. Placing and following up orders within the department including checking deliveries.
- Maintenance of specialist equipment, check for quality/ safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Under the guidance of teaching staff, support pupils in accessing learning activities
- Help with extra-curricular activities where required

Support for 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
- Responsibility for the proper use and safekeeping of small items of equipment / low-cost materials or for the accurate handling of financial resources
- Maintain stocks and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff and pupils
- A requirement for use of relevant technology / computer systems
- Understands and demonstrates the principles of confidentiality

Other Specific Duties

- Support the school ethos and maintain the school's values
- Maintain confidentiality at all times
- Contribute to the safeguarding and promotion of the welfare and personal care of pupils with regard to Child Protection procedures
- Carry out the role in the most effective, efficient and economic manner available
- Continue personal development in the relevant area
- Participate in the staff review and development appraisal process
- Undertake Health and Safety training, as appropriate, within the designated work area

Signatures / Authorisation

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However, staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Name	Signature	Date
Headteacher:		
Jobholder:		

Person Specification: Design Technology Technician - Grade 4

A. Experience

	Essential	Desirable
Previous experience of setting resources/materials/equipment and tools for experiments/lessons	E	
Previous experience of working in ICT or general technician/resource support in a learning environment		D
Previous experience of working with children of a relevant age		D

B. Training and Qualifications

	Essential	Desirable
NVQ Level 2 or above / other relevant knowledge of engineering / joinery / carpentry	E	
English and Maths at Grade C/4 or above	E	
Basic First Aid certificate or willingness to undertake		D

C. Knowledge and Understanding

	Essential	Desirable
Understanding of responsibilities of a school technician	E	
Good knowledge of computers/ICT	E	
Knowledge of the use and safety features of a range of machinery important to Design Technology	E	
Ability to follow instructions efficiently	E	
Good knowledge of computer/network systems	E	
Understanding of COSHH requirements	E	
Understanding of Key Stage 3 and Key Stage 4 curriculum and other basic learning programmes		D

D. Personal Skills, Abilities and Competencies

	Essential	Desirable
Excellent communication skills in order to relate well to pupils and adults	E	
Ability to organise own tasks and those of others	E	
Ability to work in accordance with the schools health and safety policies	E	
Ability to use initiative to respond to and resolve a range of problems in the short term	E	
Ability to recognise own learning needs and those of others	E	
Competent in the use of a variety of IT applications	E	
Ability to deal with minor injuries		D

E. Legal Issues

	Essential	Desirable
Legally entitled to work in the UK	E	