



"A SCHOOL FOR EVERYONE..." Ofsted 2020

Design Technology Technician



Primary, Secondary & Sixth Form



An Introduction to Washwood Heath Academy

Dear Candidate

I am delighted that you are considering applying for the position of DT Technician at Washwood Heath Academy. Washwood Heath Academy is a successful and popular All-through Academy with learners aged 4 – 18 years. It is a large academy with over 1700 learners from a range of socio-economic and cultural backgrounds.

In March 2020, Washwood Heath Academy experienced its first Ofsted inspection as an All-through Academy and was graded 'Good' in all categories. Ofsted reported that *'Leaders have a clear and ambitious view of what pupils should learn. They have reviewed the curriculum and made changes in short and longer term'*.

Since I became Headteacher in 2019, we have had a relentless focus on curriculum and teaching and learning and we have a strong CPD programme in place to support this. In September 2019, Washwood Heath Academy embarked on its journey to develop and implement a knowledge-rich curriculum across all phases of the Academy. To date, we have embedded a knowledge-rich curriculum into Key Stage 3 and Key 4 subject areas and work is still very developmental in Primary and Key Stage 5. Staff at Washwood Heath Academy use research to help improve teaching and learning, curriculum, and pastoral care.

To support teaching, we have a whole Academy behaviour policy that teachers consistently use. This means that behaviour in lessons is good and low-level disruption is rare. We want our teachers to focus on their pedagogy and practice, not managing disruptive behaviour. Our behaviour policy also promotes diversity and inclusion, and we are proud to be an Academy that stands against bullying and discrimination. We are part of the Anti-Bullying Alliance and in November 2021 we were awarded the UNICEF Gold Rights Respecting Schools status.



Our pastoral system is at the heart of everything we do at Washwood. The Heads of Year work closely with their Pastoral Managers and SLT links to support the development of pupils through the Academy. Pupils remain with their Form Tutors from Year 7 to Year 11 which helps foster and develop supportive relationships between the pastoral teams, the form tutors and the pupils. Year groups really become a strong factor in the pupils' identities at Washwood Heath Academy, each one building its own identity, led by the Head of Year, and developing a close family feel within the larger overall Washwood family.

At Washwood Heath Academy, we believe in creating and sustaining a positive and uplifting culture for all of our children and we also do this for each other as well. We are a caring and nurturing environment which aims to develop all of our core HEARTS values: Happiness, Excellence, Achievement, Respect, Resilience, Tolerance and Self-Belief. We go above and beyond to ensure that everybody within our Academy community feels respected, challenged, supported and safe. We believe in being: **Ready, Respectful and Safe** and we expect all visitors to our Academy to uphold our three rules.





We aim to equip our pupils with the right tools for them to achieve and we aim to provide them with the most effective environment that ignites curiosity and wonder throughout our pupils' journey with us. We have been developing the links between our Primary and Secondary phases, with a particular focus on utilising the expertise of subject specialists in Secondary and the extensive facilities in the Academy. Primary pupils have access to music rooms, Science Labs, PE facilities, Drama studio, Art rooms and outside space – a real benefit to the all-through Academy.

We support our families in ensuring that they too, can provide the right environment for our children to learn effectively and to grow securely both emotionally and mentally. Together as one Academy, Washwood Heath Academy provides a safe and caring environment for our pupils led by highly effective staff whose main aim is to ensure a continuing ethos of resilience and respect in learning.



The Design Technology Department

The DT department plays an exciting role in the life of Washwood Heath Academy, offering a creative outlet for the pupils and it is very highly regarded by parents and pupils alike. The department seeks to give pupils the opportunity to explore a variety of disciplines including; Product Design, Textiles & Hospitality. In all these subjects' pupils will learn skills that will support them in becoming better acquainted with technology but also to be able to develop a passion and appreciation that would allow them to follow a career in a technology discipline or a further education path of their choice when they leave us.

As part of our commitment to help our students to achieve the best possible results, we are looking for a committed, hard-working, and enthusiastic individual to work as a technician within our vibrant DT department.

This role will involve providing technical and administrative support for teaching and learning within the department. You will also be responsible for supporting teachers in lessons, preparing teaching aids and resources, organising and monitoring stock, ordering, supporting open evenings, whole school exhibitions and maintaining and simple repair of equipment.



You can find out more about Washwood Heath Academy at the website:
<https://washwood.academy/>



DT TECHNICIAN JOB DESCRIPTION

Post Title	DT Technician
Purpose	To support and assist teaching staff in the Technology department in providing safe areas for students and teaching staff. The Technology/DT Technician will provide technical support to the relevant departments, by the preparation of tools, equipment, and materials for lessons. The Technology/DT Technician will undertake a practical health and safety role for the department. The technician role forms a central part of the work of the department, and they will work closely with teaching staff to support, develop, and further extend the experiences of the students.
Reporting to	Head of Arts Faculty
Liaising with	Teaching and support staff, Multi Academy colleagues, external agencies, and parents.
MAIN (CORE) DUTIES and Responsibilities	
	Preparation and clearing away of materials/samples for both classwork and examinations. • At times be willing to take lead in practical lessons. • Assistance with and/or support of open evenings, exhibitions, etc. • Routine maintenance and simple repair of equipment. • Planning and co-ordination of the general maintenance of equipment. • Arrangement for the repair of equipment with outside agencies. • Where trained to do so, and subject to the availability of appropriate equipment sharpen handsaws, drills and other tools. • Where trained and authorised to do so, and subject to the availability of appropriate equipment, operate and maintain circular saws, handsaws, drills and other tools. • Where trained and authorised to do so, and subject to the availability of appropriate equipment, operate and maintain the laser cutter and other tools. • Carry out safety checks in accordance with laid down instructions and codes of practice. • To update accordingly, maintain and keep a record of all risk assessments associated with the technology department. • In the event of chemical spillage, ensure to liaise with the BSS that workshop floors, walls, benches and fittings are properly cleaned. • Be aware of the appropriate and safe storage of chemicals and where necessary inform other members of staff of known hazards. • Safe disposal of chemical preparations and toxic substances in accordance with relevant codes of practice. • Organisation of stock and stores. • Maintenance of inventories of departmental stocks of equipment and materials. • Assistance with budget preparation for replacement and new equipment, tools and materials. • Requisitioning materials and equipment to maintain adequate stock levels after liaison with the Head of Department. • Liaison with the Head of Department regarding the use of new information technology equipment. • To undertake a range of duties appropriate to the Technology department, in accordance with those duties performed by technicians. • Have knowledge of CAD/CAM software including how to use the laser cutter (basic training from colleagues will be provided if this is not the case)

	• Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with. • To ensure all tasks are carried out with due regard to Health and Safety. • To adhere to the ethos of the school. • To promote the agreed vision and aims of the school. • To set an example of personal integrity and professionalism. • Adhere at all times to professional business standards of dress, courtesy and efficiency, in line with the ethos and specialism of the Academy. • Uphold the Academy's behaviour code and uniform regulations. • Participate in staff training and development. • Attend team and staff meetings. • To train in provision of First Aid. • To train in DT tools and machines
Operational/ Strategic Planning	• To oversee the technology area throughout the day and during break times, supporting students in managing their behaviour and maintaining a well-ordered environment in the Technology department. • To maintain up to date and relevant wall displays in the Technology department and update noticeboards accordingly. • To liaise with the department regarding timetabling issues and in-lesson issues. • The delivery of general administrative functions, such as distribution of correspondence, including general academy emails; organisation of the acquisition of stock; administrative support for the Head of Technology. • Administrative support for school events, including parents information and consultation evenings. • To record and pass accurate messages to Academy staff and students. • To follow and adhere to academy safeguarding and child protection procedures and report any concerns as required. • In conjunction with the Head of department, maintain and update student data using the academy student data systems. • Liaise with Head of department to make student curriculum and timetable amendments. • To use computer systems to maintain a range of record systems required by teachers to support curriculum planning and delivery, including support on exclusions, awards and the behaviour and discipline system. • To maintain all accurate filing systems. • To undertake photocopying as required.
Professional Development	• To take part in the school's staff development and professional growth programmes by participating in arrangements for further training and professional development • To engage actively in the Performance Appraisal Review process • To work as a member of a designated team and to contribute positively to effective working relations within the school.
Management of Resources:	• To assist the Head of Faculty and Heads of Department to identify resource needs and to contribute to the efficient and effective use of resources. • To receive any deliveries of internal and external resources. • To place orders for departmental resources. • To keep stocks of, and to liaise with the reprographics technician in creating/ordering any promotional materials, or technology facility resources

This job description is current at the date shown, 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.
September 2026

PERSON SPECIFICATION

Education/ Qualifications	Essential	Desirable
Level 3 Qualification (A Levels/GNVQS/BTEC)	✓	
Degree/post graduate study (specialising in a Technology subject).		✓
Evidence of continuous training and commitment to further professional development.		✓
Qualification or equivalent experience in joinery, metal working, and safe operation of power tools and equipment	✓	
GCSE Grade C/ 4 in English and Maths	✓	
Experience, Knowledge and Understanding		
Knowledge on or equivalent experience on how to use a laser cutter	✓	
Knowledge on or equivalent experience on how to use metal working machines/tools	✓	
Knowledge on or equivalent experience on how to use a circular saw, band saw, hand tools.	✓	
Previous experience in a similar role	✓	
Experience with working with pupils of secondary school age		✓
Experience of working in an educational setting		✓
General office experience including answering telephones and dealing with a range of administrative tasks at the same time	✓	
Experience of working with a range of administrative systems	✓	
Skills and Abilities		
Be able to change machine blades	✓	
Basic woodwork and metal work skills	✓	
Ability to plan and organise work	✓	
Ability to work as part of a team	✓	
Excellent communication and organisational skills in writing and orally at all levels	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to take accurate messages and follow up where necessary	✓	
Ability to communicate effectively with staff, students and external agencies and maintain good working relationships	✓	
Excellent inter-personal skills	✓	
Attributes/ Other		
Willingness to maintain confidentiality on all school matters.	✓	
Commitment to Safeguarding, well-being and safety of pupils.	✓	
Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.	✓	
Awareness, understanding and commitment to equal opportunities.	✓	
Willing to contribute to the wider life of the school.		✓
Interests and experiences outside of teaching.		✓

