



**SOUTH WEST ESSEX**  
COMMUNITY EDUCATION TRUST

# Job Description

## DT Technician





**JOB TITLE:** DT Technician  
**REPORTS TO:** Head of Department  
**GRADE / SCALE:** Thurrock Grade B / Havering Scale 3

### **JOB PURPOSE**

To enable pupils' access to learning by providing technical advice and support in the practical and technical aspects of the curriculum by preparing, maintaining and organising equipment and materials. Working with pupils as directed by the teacher, supporting safe and sensible behaviour during practical tasks.

### **KEY CORPORATE ACCOUNTABILITIES**

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality, Diversity and Inclusion in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Headteacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

### **PRINCIPAL ACCOUNTABILITIES**

#### **Curriculum Support**

- Manage requests for technical equipment and resources to support learning, developing a systematic safe approach to using equipment to support key stages of the curriculum.
- Preparation, assembly, setting up of equipment /components, apparatus, tools and equipment for practical classes and assessments.
- To support teaching and support staff on health and safety issues that relate to equipment and materials.
- Collecting, caring for and storing equipment, resources and materials safely.
- Retrieval and clearing away of equipment / materials after lesson use.
- Maintain equipment undertaking basic repairs and modifications where possible or organising repair by agent or supplier.
- Under instruction dispose of and store equipment, apparatus and materials, including chemical waste.
- Maintain cleanliness and security of specialist areas and equipment.
- Monitor supplies and condition of safety and protective wear, ensuring that pupils are provided with these as required.
- Compile orders for equipment and resources.
- Attend meetings and training sessions as required.



## **Pupil Support**

- Demonstrate and teach the correct and safe use of equipment for pupils as directed by the class teacher.
- Assist the class teacher in the development of lesson frameworks and technical facilities to meet teaching/learning needs, including assisting in planning layout of facilities and support on specialised requirements in furniture, fittings and services.
- Assess pupils' work where the focus is on using equipment and identify areas of possible improvement for pupils.
- Provide feedback to the teacher on the practical work completed by pupils.
- Provide continuous support on safety to pupils during practical work.
- Assist with the administration and invigilation of routine tests and coursework tasks.
- Report potentially dangerous or unacceptable behaviour of pupils in designated practical / experimental area to the Teacher responsible for that class.
- Report student and school issues in line with the school's policies for health and safety, child protection, behaviour management etc.

The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature : ..... Date: ..... Name in full .....



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<b>DT Technician</b>	<b>Person Specification</b>	
<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience working in specialist area in learning environment NVQ Level 2 or equivalent in specialist area
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and general outstanding of the school
	Literacy	Ability to read and write technical reports
	Numeracy	Good numeracy skills
	Technology	Excellent working knowledge of equipment and ICT packages relevant to specialist area Strong technical expertise in 3D printers and laser cutters/engravers Knowledge of CAD software (e.g. Fusion 360, Sketchup, 2D V2)
<b>Communication</b>	Written	Ability to write reports, letters etc
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults Knowledge of specialist terminology etc.
	Negotiating	Ability to negotiate effectively with adults and children
<b>Working with children</b>	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEND	Understand and support the differences in children and adults in relation to the role
	Curriculum	Good understanding of the school curriculum relevant to specific area
	Child Development	Good understanding of how the role contributes to child development
	Health and Wellbeing	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Ability to make a contribution to the work of the team supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to supporting learning
<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role