

## Job Description – STEAM Technician

### STEAM Technician

**Responsible to:** Head of Faculty

**Responsible For:** N/A

**SCP:** Grade 2, SCP 3 - 5

**Hours of Work:** 37 hours per week, term-time plus 1 week (training days)

**Special Conditions:** N/A

**This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.**

**Job Summary:-**

- To have specific responsibilities across the STEAM (Science, Technology, Engineering, Arts and Maths) departments, providing support across the departments as needed but predominantly within D&T and Art Textiles
- To prepare resources for lessons, assist teachers with practical projects, use specialist skills to support learners, manage the provision of materials with particular regard to health and safety legislation.

**Duties and responsibilities:-**

- To carry out the role of classroom assistant, assisting the teacher and students in the delivery of lessons when required.
- To prepare materials and resources for teachers and students' practical work.
- Assist in the development of lesson/work plans, administration of coursework, work sheets, absence cover materials
- Contribute to planning, development and organisation of systems/procedures/policies.
- Support learners in using CAD CAM software and machines including Techsoft 2D Design, laser, 3D printer and Photoshop, alongside a broad understanding of engineering and woodworking techniques.
- Keep Textiles equipment tidy and replenished across the department. Sourcing equipment as needed. Keep machines and equipment set up in preparation for practical lessons.
- Assist with monitoring, maintaining and ordering supplies as required for the Technology area ensuring best value.
- Maintain Technology equipment in a safe, clean and functional manner (including sharpening).
- Promptly report faults that cannot be rectified to other colleagues.
- Prepare display materials and equipment for performing arts and product design depts., parents evenings, student productions and other occasions as necessary
- Record keeping, stock control and inventory checks of consumables and spare parts.
- Filing and photocopying as required.
- Assist with extra-curricular visits and activities.
- Act as a first aider and a fire warden
- Support students during after school interventions.

## **Health and Safety responsibilities:-**

- To maintain a safe and hygienic working environment compliant with current Health & Safety legislation.
- To maintain in a safe and satisfactory condition all fixed machinery, portable electrical tools and hand tools. Dangerous equipment to be taken out of service and repairs arranged.
- Maintaining, inspecting and offering advice to staff and pupils on the correct use of safety equipment and informing the head of department when protective clothing, devices or equipment are unsatisfactory.
- Provide support and advice to newly qualified /trainee teachers on health and safety matters, other relevant information and use of equipment.
- Attend all relevant training courses to keep up to date with changes in the areas of H&S within Technology.
- Participates in carrying out risk assessments on all procedures carried out in the D&T Faculty and maintaining the risk assessment records
- Ensure a safe working environment by keeping preparation areas and workshops clean and tidy, with particular attention paid to floor areas, to prevent trips and slips.
- Administering remedial first aid for minor workshop injuries (cuts, burns and bruises) to teaching staff and students within the D&T Faculty.
- Perform regular checks on the emergency trip system and all emergency stop switches fitted to the fixed machinery.
- Inform the Head of Faculty, Site Manager of any possible hazards in the workshops or preparation areas.
- Advise Head of Faculty of any key safety issues concerning staff or students working in the department.
- Ensuring all tools are collected in at the end of each lesson and stored in the correct place, no pupils to leave the workshop until all tools are accounted for.
- Work under the instruction/guidance of the Head of Department or other teaching staff within the faculty and SLT, to support and supervise students during lessons.
- Understand and be aware of all Health and Safety instructions on the use of the area's resources, materials and equipment.
- Have due regard for, and awareness of, all Health and Safety instructions and risk assessments relating to the department's resources.

## **Other duties:-**

Such other duties as may be reasonably required by the Principal/SLT/Line Manager.

It is the responsibility of each employee to carry out their duties in line with Academy policies, particularly to comply with all child protection/safeguarding policies/Health Safety Policies.

Use and development of ICT as required.

**Due to the nature of this job, it will be necessary for the appropriate level of Disclosure Barring Service to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if**

so, for which offences. This post will be exempt from the provisions of section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (amendments) Order 1986.

Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.



## GEORGE SALTER ACADEMY

### Person Specification – STEAM Technician

Category	Essential	Desirable	Method of Assessment
<b>Qualification and Training</b>	<ul style="list-style-type: none"> <li>5 passes (A-C) at GCSE including Maths and English, or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 qualification or equivalent in a relevant subject</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience of supporting a team in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational environment with students</li> <li>Experience of using CAD CAM software and machines including Techsoft 2D Design, laser, 3D printer and Photoshop</li> <li>Experience with hand/ machine tools</li> </ul>	Application Form and Interview
<b>Training</b>	<ul style="list-style-type: none"> <li>Health and Safety training.</li> <li>Willing to attend relevant training</li> </ul>		Interview
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Able to communicate effectively and relate well with staff, students and suppliers</li> <li>Able to implement the academy's Safeguarding, Equal Opportunities and Behaviour Management policies</li> <li>Able to work constructively as part of a team, understanding the classroom roles and responsibilities within that team</li> <li>Able to work independently and without direct supervision</li> <li>Good numeracy, literacy and ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of relevant policies/codes of practice/legislation</li> <li>Knowledge of appropriate use of specialist equipment and materials</li> </ul>	Application Form and Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Enthusiastic and flexible</li> <li>Supportive and patient</li> <li>Able to remain calm under pressure and employ tact and diplomacy in difficult/sensitive situation</li> </ul>		Application Form and Interview.