

## **DT TECHNICIAN: JOB DESCRIPTION**

**Post title:** Design Technology Technician

**Salary/Grade:** HAY 6 Scale: Points 9 - 16, 28.8 hours per week, pro-rata 42 weeks per year

**Responsible for:** Technical and Administrative Support to the DT Team

**Reporting to:** DT Subject Leader

### **Purpose of the job**

To provide high-quality technical and support services to the DT Department to ensure effective use of resources and high standards of learning and achievement for students. Under the direction of the DT Subject Leader, the post holder will maintain an atmosphere where students feel challenged, valued, and secure while overseeing the operational logistics and administration of the department.

### **Key Responsibilities**

- **Technical & Resource Management:** To provide high-quality technical support, stock maintenance, and administrative assistance, enabling the effective use of resources across all Design & Technology specialisms.
- **Teaching & Learning Support:** To assist staff and students during practical lessons, including setting up materials, demonstrating techniques, and providing technical guidance to support high standards of achievement.
- **Exhibitions & Departmental Promotion:** To prepare, build, and mount visual displays and exhibitions across key events, including moderator visits, annual shows, and Open Evenings.
- **Pastoral Support, Health & Safety, and School Culture:** To maintain a safe working environment by adhering strictly to HSE and COSHH regulations, writing risk assessments, maintaining workshop apparatus, and securing hazardous materials.

### **Specific Responsibilities**

#### **1. Technical & Resource Management**

- **Equipment & Fault Maintenance:** Conduct regular maintenance and testing of tools, apparatus, components, and machinery; report or arrange repairs for more complex faults and maintain appropriate maintenance records.
- **Procurement & Stock Control:** Maintain appropriate stock levels of materials, components, consumables, chemicals, stationery, books, and breakable items. Carry out regular stock checks, report shortages, place and follow up orders within departmental policy, check deliveries, query discrepancies, and liaise with the Finance Department.
- **Hazardous Material Storage:** Ensure the safe storage of all chemicals and materials in accordance with HSE and COSHH regulations.
- **Practical Request System:** Support the maintenance of a system for notification of practical requests, ensuring appropriate notice periods and providing feedback to teachers on resource availability.
- **Reprographics & Admin Support:** Undertake departmental reprographic duties, assist with record-keeping, and support administrative needs as required.
- **Environment & Subject Specialisms:** Provide direct technical support across one or more subject

specialisms (e.g., Product Design, Engineering), ensuring a neat, safe, and organized physical environment across all DT rooms.

## 2. Teaching & Learning Support

- **Practical Lesson Preparation:** Refer to schemes of learning to anticipate required resources ahead of time. Prepare, assemble, set up, and test materials, components, apparatus, tools, and equipment prior to practical classes, examinations, and assessments, and retrieve and clear away after use.
- **Demonstration & Technical Advice:** Provide technical advice and assistance to teachers and students during practical classes, including assisting with demonstrations and attending practical examination previews.
- **Apparatus Modification:** Construct and/or modify simple apparatus using basic workshop skills.
- **Curriculum Development:** Maintain awareness of recent educational developments, advise teaching staff on technical requirements, and assist in identifying technical support needs generated by curriculum developments.
- **Extra-curricular & Departmental Activities:** Support with running extra-curricular clubs, hosting work experience students, and accompanying school trips.

## 3. Exhibitions & Departmental Promotion

- **Exhibition Build & Setup:** Coordinate the build and set-up of displays and showcases for key academic milestones, including KS4 & KS5 moderator visits, annual exhibitions, and Open Evening events.
- **Artwork & Project Management:** Dismount, catalog, and carefully store student coursework and projects following assessments and exhibitions.
- **Visual Environment:** Maintain up-to-date, attractive, and high-quality display boards and project showcases throughout the department and school shared spaces.

## 4. Pastoral Support, Health & Safety, and School Culture

- **Safe Working Practices & Advice:** Provide advice and assistance to staff and students on safe working practices and health and safety considerations, in particular regarding the use of materials, tools, and workshop equipment.
- **Risk Assessments & HSE Compliance:** Write, maintain, and follow risk assessments in line with the department's and Trust's Health and Safety Policy. Seek advice from external companies where required to research and support safe working practices.
- **COSHH & Hazardous Storage Compliance:** Observe HSE and COSHH regulations when meeting requests for apparatus or materials for any chemical work, ensuring hazardous items are safely stored.
- **Student Culture:** Support the department in maintaining school routines, encouraging high expectations, and adhering to the school Behaviour Policy.
- **Professional Culture:** Build positive professional relationships with students and staff, adhering to the school ethos and values of working hard, care, curiosity, and integrity.
- **Safeguarding:** Actively contribute to a safe environment by following all school, Trust, and KCSIE safeguarding guidelines within the context of workshop and room environments.

## 5. General

- Actively contribute to a safe school environment where all students are safe and staff responsibility for safeguarding is paramount.
- Follow all safeguarding expectations and guidelines as set by the school, Trust, KCSIE (Keeping Children Safe in Education), and Government Guidelines.
- Fully engage with the staff induction programme, completing all allocated tasks and seeking clarification and support as needed.
- Read and actively engage with all school and trust policies, seeking guidance if aspects are not

understood and adhering to the expectations.

- Participate in the school's Appraisal and Professional Development policy, including any related support plans.
- Contribute to, through team activities and staff voice, the faculty and year group development plans, linking in to the School Development Plan.
- Take personal responsibility for professional delivery and use line management effectively to seek support.
- Undertake specific duties as agreed with the Subject or Faculty Lead or as reasonably required by the Head Teacher.

| Person Specification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Qualifications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>▪ 5 GCSEs including Maths and English Grade C+/ 4+ (Essential)</li> <li>▪ A Level/BTEC or equivalent Level 3 Qualification, in and Art or Photography Related Subject (Essential)</li> <li>▪ Degree or equivalent qualification in an Art related subject (Desirable)</li> <li>▪ First Aid Qualification (Desirable)</li> <li>▪ Mini Bus Drivers licence (Desirable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Knowledge, Skills and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>▪ Experience working with secondary school age children in arts or education</li> <li>▪ Experience of driving including the use of a Minibus</li> <li>▪ Strong understanding of a range of arts, photography and design skills</li> <li>▪ Experience organising arts exhibitions and events</li> <li>▪ Excellent Health and Safety awareness</li> <li>▪ First Aid experience</li> <li>▪ Ability to lift and transport installations safely</li> <li>▪ Strong administration skills including computing skills and use of data</li> <li>▪ Experience of using photography equipment and software</li> <li>▪ Experience of using technology to support visual environments and editing/social media use.</li> <li>▪ A good understanding of risk assessments and Art safeguarding guidelines.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Professional Behaviours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>▪ Genuine passion, and a belief in the potential of every child, whatever their background or personal characteristics</li> <li>▪ A clear understanding that all roles in the school, are focused on student achievement and potential.</li> <li>▪ A good awareness of safeguarding, KCSIE, understanding how and when to take appropriate action.</li> <li>▪ The ability to work in close harmony with other staff</li> <li>▪ Alignment to and evidence of the school values of Working Hard, Care, Curiosity and Integrity</li> <li>▪ Excellent listening skills and a reflective mindset, open to feedback</li> <li>▪ Passion, energy, resilience, and optimism to work in a team through day-to-day challenges</li> <li>▪ A firm and constant belief in the unlimited potential of every student (particularly Pupil Premium students, those from diverse backgrounds and those with SEND) and a genuine commitment to inclusive education</li> <li>▪ Willingness to participate in Continuous Professional Development including the ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to be flexible, to change, improve and develop</li> <li>▪ The ability to manage personal workload, plan ahead and remain organised</li> <li>▪ Confidence, self-motivation and the ability to be decisive</li> <li>▪ High levels of honesty and integrity, with a commitment to Equality, Diversity and Inclusion</li> <li>▪ A professional outlook, detail oriented and able to multitask and meet deadlines</li> <li>▪ Calm and professional under pressure</li> <li>▪ Understanding of the impact of actions on the workload of others</li> <li>▪ Understanding of the importance of confidentiality and discretion</li> </ul> |

## Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the

written statement of conditions of employment (the Contract of Employment).

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation. ▪ This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- All staff participate in the school's performance management scheme.
- The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.
- The Charter Schools Educational Trust is committed to equality and diversity, and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other aspects of diversity.
- We offer family friendly, flexible working arrangements, and staff networks to provide a supportive environment in the workplace where members can receive peer to peer support.