

## GENERIC JOB DESCRIPTION

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

Name:

Post: Lead Art and Design Technician  
Salary: Point xx New NSB Support range 5-10  
Hours: 37 hours, 39 Weeks (Term Time plus Training Days)  
8:00am-4:00pm Mon-Thur  
8:00am-3:30pm Fri  
30-minute unpaid lunch daily (tbc)  
Line Manager: Head of Art and Design Department

All staff are expected to:

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct
- maintain high standards in their own attendance and punctuality
- work as a member of the support staff team and to contribute positively to effective working relationships
- communicate effectively with fellow members of the team
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The duties of the Teacher Support Staff will include any activities which allow the teaching staff to become more effective in the classroom.

This post involves providing support for the teaching of Art and Design in Years 7-11.

The main roles and responsibilities of the Lead DT Technician's duties will include:

- Undertaking First Aid training to ensure that adequate first aid cover is always available in the Food Preparation & Nutrition area and contribute to the whole school First Aid schedule
- Undertaking specific Health & Safety training including Food Hygiene and Fire Marshall
- Liaising with the Head of Art and Design to ensure smooth delivery of Design Technology lessons, with a focus on the delivery of Food and Nutrition.
- Overseeing the work of other technicians within the team.
- Work with individual or groups of students, giving support to teachers, whilst under their direct supervision, and to provide feedback to them
- Supporting students to understand instructions in classrooms and workshops
- Supporting independent learning and inclusion of all students
- Supporting SEND students to access lessons
- Undertaking specialist training to ensure competent operation of the Design Technology tools and machinery.
- Maintaining records of machines and equipment including the sharpening and maintenance of tools.
- Organisation of safe and secure racking for tools, equipment and materials in the Stores and Design Technology areas.
- Preparing materials for group and individual projects.
- Preparation of ingredients and materials for group and individual projects
- Organising stock control within Design Technology including Food Preparation & Nutrition
- Keeping the food area clean, including stock rooms, equipment, PPE and cookers and including all washing for Food Preparation & Nutrition
- Preparing and ordering ingredients to ensure that the school receives the best value from suppliers
- Being responsible for temperature checks and recording, alerting the Teacher and or Estates Manager of issues
- Preparing Design Technology orders to ensure that the Team receives the best value from suppliers.
- Checking deliveries and following up on outstanding items.
- Maintaining and creating commercial and industrial links to support the Design Technology curriculum.
- Being adept in the use of CAD/CAM or be prepared to train to use CAD/CAM with students and staff.
- Controlling and safely storing all chemicals, flammables, and specialised solutions, ensuring that current Health & Safety, COSHH and relevant British Standard regulations are adhered to.
- Arranging and maintaining Health & Safety records and audits, liaising with the school's H&S consultants.
- Basic maintenance of machines and equipment and liaising with Estates regarding maintenance, PAT testing and deep cleaning of the area
- Supporting with cover work for absent staff and assisting cover staff with theory lessons and to help ensure the cover work is completed during the lesson
- Supporting with the maintenance and preparation of display throughout the department.
- Photocopying to support the Team and Examinations.
- Inputting data to support the Team.
- Assisting the Head of Art and Design with administration and the smooth running of the curriculum area.
- Helping with competitions and attending educational visits
- Assisting with escorting pupils on educational visits
- Supporting pupils in using basic ICT
- Invigilating exams and tests
- Preparing and clearing up the learning environment and resources, including photocopying, filing etc and the display and presentation of pupils work and contribute to maintaining a safe environment
- Arranging and maintaining Health & Safety records and audits
- Providing help and support to NTPP trainee teachers;
- Undertaking basic maintenance of computers within the Design Technology area and report any faults to Information Services.
- Any other duties, as requested from time to time, by the Headmaster or his agent.

Specific duties:

- responsibility for co-ordinating the work of the Art & Design Technicians;
- Induct new Technicians ensuring that they learn over time all the key skills relevant to the job description of a Art & Design Technician.
- oversee preparation of lessons by Art & Design Technicians and review in the case of staff absence;
- management of the stock of equipment and consumables in the Art & Design department and oversight of the ordering of replacements under the direction of the Art & Design HoD and keeping with the Art & Design budget.
- to undertake and maintain a relevant first aid qualification.

*(Job Descriptions are not exclusive or exhaustive, some of these tasks are daily, weekly, termly or annually. The nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)*

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Support Staff are actively encouraged to undertake First Aid training, if not already specified within their job description, in order to ensure that adequate first aid cover is always available in the school.

The school has a uniform policy for students. It is therefore expected that staff will also follow the same high standards.

*The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.*

*All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. Shortlisted candidates are asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.*

September 2026