



## WOODHOUSE GROVE SCHOOL

### JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Design Technology: Support Teacher / Technician</b>
<b>RESPONSIBLE TO</b>	<b>Head of DT</b>
<b>RESPONSIBLE FOR</b>	Supporting the Design Technology Teachers with the delivery of the curriculum and safe working of the department.
<b>SALARY</b>	From £21,705.72 pa including holiday pay.
<b>HOURS OF WORK</b>	Full time during term time including INSET Hours plus 5 days during non-term time. 40 hours a week covering the school day - c8:15am to 5:15pm to cover set up and after school co-curricular

#### **Teaching & Learning**

- Support the delivery of practical workshop sessions, demonstrations, project-based learning and ensuring correct and safe use of equipment.
- Deliver engaging, well-structured DT lessons to small groups of students under the supervision of qualified teaching staff.
- Support the planning and preparation of schemes of work and lesson resources.
- Adapt teaching approaches to meet the needs of learners with different abilities and backgrounds.
- Provide effective classroom management, ensuring a positive learning environment.

#### **Technical & Workshop Support**

- Maintain stock levels, order materials and manage consumables within budget guidelines.
- Prepare, maintain and organise materials, tools, machinery and equipment for DT lessons.
- Assist with constructing prototypes, demonstration models and teaching aids.
- Carry out routine maintenance and basic repairs on tools, machinery and equipment.
- Ensure workshop areas, preparation rooms and storage spaces are kept clean, tidy and organised.

#### **Health & Safety Responsibilities**

- Promote and uphold the highest standards of health, safety and safeguarding within workshop environments.
- Conduct daily equipment checks and report defects or hazards promptly.
- Ensure all machinery, tools and materials comply with relevant statutory and school H&S requirements.
- Support the development and review of risk assessments for practical activities and machinery.
- Supervise pupils during practical work to ensure safe working practices are consistently followed.
- Provide guidance and modelling on correct use of PPE and safety procedures.



Participate in relevant health & safety training, including CLEAPSS guidance and safe machinery operation.

- Attend termly whole-school Health & Safety Committee meetings.

### **General Duties**

- Contribute to departmental planning, development and evaluation.
- Support school-wide initiatives, events and enrichment activities relating to DT.
- Maintain high professional standards in line with school policies and statutory guidance.
- Undertake any other reasonable duties related to the role, as required by line manager/senior leadership.

### **HEALTH & SAFETY**

You must be aware that you are responsible for your own safety and the safety of others in accordance with the Health & Safety at Work Act as revised from time to time. You must wear clothing and shoes, appropriate to your work, at all times. Should you have any concerns relating to Health and Safety, you must raise these immediately.

### **Equal Opportunities Employer**

Woodhouse Grove School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Shiela Bano, Head of HR, [bano.s@woodhousegrove.co.uk](mailto:bano.s@woodhousegrove.co.uk)

### **Child Protection and Safeguarding Policy**

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

### **Online Checks**

Online Checks will be carried out on shortlisted candidates.

**Signature:** .....

**Name:** .....