



Job Description: Design & Technology Technician

Position: Design and Technology Technician (Casual)

Contract: Fixed-term until December 2027 (in the first instance)

Salary: Hay Scale 4

Hours: 18 hours per week, 52 weeks per annum

Reports to: Head of the Creative Studies Faculty

Main Purpose

To work as a key member of a professional technical team, providing high-quality support to the Creative Studies Faculty. The post holder will ensure the seamless delivery of the curriculum by maintaining teaching areas, preparing specialised materials, and providing technical assistance to students and staff. This role is designed to augment the existing technical provisions within the Design and Technology department. This position is to support the existing Design and Technology Technician.

Duties and Responsibilities

1. School Culture and Behaviour

- **Ethos Alignment:** Model and support the Academy's ethos and values in all interactions with students, staff, and visitors.
- **Positive Environment:** Maintain clean, well-organized, and safe workshops that promote a professional learning atmosphere.
- **Student Interaction:** Support students during practical sessions, fostering a culture of safety, respect, and focused craftsmanship.
- **Equality:** Actively follow the Academy's Equality and Diversity policies to ensure an inclusive environment for all learners.

2. Teaching, Curriculum, and Assessment

- **Resource Preparation:** Prepare equipment and material packs for Resistant Materials (RM), Food Technology, Textiles, and Art to facilitate effective teaching.
- **Instructional Support:** Provide direct technical assistance in the classroom, aiding students in the use of specialized machinery and tools.
- **Manufacturing Support:** Oversee the manufacture of student work through Computer-Aided Manufacturing (CAM).
- **Demonstrations:** Set up hardware and materials required for practical class demonstrations to ensure curriculum delivery is engaging and efficient.

3. Additional Needs and SEND

- **Inclusive Technical Support:** Adapt technical assistance to meet the diverse needs of students, ensuring those with SEND can safely access equipment and materials.
- **Adaptive Tooling:** Maintain and, where necessary, manufacture jigs, fixtures, or moulds to assist students in achieving practical outcomes regardless of their physical or learning requirements.

4. Organisational Management and School Improvement

- **Health and Safety:** Act as a primary stakeholder in workshop safety; perform all duties in line with H&S regulations and the Food Safety Act. Conduct regular risk checks and maintain service logs for all machinery.
- **Resource Management:** Manage and control stock levels for each workshop. Advise the Head of Faculty on the condition of materials and conduct necessary inventory audits.
- **Site Maintenance:** Ensure all tools and machines (wood, metal, and engineering) are in a high state of repair. Safely manage the disposal of hazardous substances.
- **Operational Efficiency:** Support the Faculty through administrative tasks such as photocopying, display maintenance, and liaising with relevant personnel regarding equipment servicing.

Person Specification

Category	Requirements
Education	GCSE Grade C/4 or above (English & Maths); Workshop/Craft Certificate.
Technical	Level 2 CIEH Food Handling; proficiency in wood/metal/engineering machinery.
Experience	Practical workshop experience; ideally within an educational environment.
Compliance	Deep understanding of Health & Safety, Manual Handling, and Safeguarding.
Skills	Excellent communication, workload prioritization, and ICT literacy.

Institutional Commitments

- **Safeguarding:** The Academy is committed to safeguarding children. This role requires an **Enhanced DBS check**.
- **Professional Development:** The post holder is expected to participate in the Academy's Performance Management process and engage in continuous professional development.

Note: This job description is a guide to the duties required and is not exhaustive. The character of the duties may vary over time to meet the evolving needs of the Academy.

Hertswood is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants for people working with children and young people will need to undertake an enhanced Disclosure and Barring (DBS) service check

Furthermore, are obligated to adhere to the school's established policies and the staff code of conduct.

Hertswood Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

