

**THE CHERWELL SCHOOL**  
*Kindness, Opportunity, Responsibility, Excellence*

**KS3/4 Design Technology Technician**

**Job Description**

**Responsible to:** Head of Faculty

**Salary Scale:** Grade 5

**Working time:** 30 hrs p/w (6 hrs p/day) (\*)  
Term time only  
(\* *There could be a degree of flexibility on the weekly number of hours*)

**Job Purpose:**

- To provide support in the Design Technology subject area, including preparation and support to staff and students
- To maintain Design Technology equipment
- To manage Health & Safety associated with the subject area
- Provide First-Aid/medical/welfare assistance to students and staff (First Aid training required but can be provided by school)
- To provide support to the Design Technology Faculty as required.

**Support for the Curriculum**

- Operate machines and equipment relevant to Design Technology subject areas (for example a variety of hand tools, saws, laser cutters and sewing machines)
- Monitor and manage stock and supplies, cataloguing as required
- Demonstrate and assist others in the safe and effective use of specialist equipment/materials
- Maintain accurate work records and inventories
- Carry out risk assessments and manage health and safety of the subject area
- Monitor and work to the technician booking system
- Undertake structured and agreed learning activities/teaching programmes as appropriate

**Support for the Teacher**

- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment / resources / materials as required by staff/curriculum/lesson plans etc.
- Ensure the health and safety and good behaviour of students as appropriate
- Provide clerical/admin support
- Provide 1:1 support of students or close and direct supervision of machining/practical processes

**Support for Pupils**

- Support students in accessing learning activities under the guidance of the teacher

**Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality; reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance management as required
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

## **Mental Health and Wellbeing**

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

## **Notes:**

- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

*May '26*