



Job description: D&T Senior Technician

Location	Oxford Spires Academy
Contract term	Permanent
Full time/term time	Full Time (term time only) 37 hours per week, term time only
Pay range	Grade 7 SCP 13-17
Reporting to	Head of D&T

Job purpose

To support the delivery of the specialist subject, ensuring timely provision of practical materials and management of workshop provisions. Supporting teachers and students to ensure the safe provision of practical lessons using specialist equipment and processes.

Main duties and responsibilities

Support for Pupils

- Use specialist skills/training/experience to support pupils
- Provide feedback to pupils in relation to progress and achievement

Support for the Teachers

- Be responsible for creation and maintenance of purposeful, orderly and productive working environment
- Be responsible for timely and accurate preparation and use of specialist equipment / resources / materials
- Manage records, information and data relating to the faculty
- Promote and ensure the health and safety and good behaviour of pupils at all times

Support for the Curriculum

- Be responsible for the management of stock levels and regular audit of resources
- Be responsible for maintenance/quality/safety of specialist equipment
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide highly specialist advice and guidance as required

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required

General

- To participate in performance management processes in accordance with school policy
- To undertake such other duties as may be required from time to time.

This job description will be supported by the school improvement plan which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

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