

Job Description

Job Title:	Design Technology Apprentice (Secondary)
Responsible to:	Head Of Department
Job Purpose:	Works under broad direction and laid down procedures. Under direction from the Head of Department, ensuring a safe and secure environment. Contributes to the school's statutory duty to safeguard and promote the welfare of children. To support the teaching of technology, and under the overall direction of the Head of Department. Provide support and advice service and meet health and safety standards and the requirements of classes involved.
Hours:	37 hours per week for 52 weeks per year
Salary:	£8.00 per hour

Duties & Responsibilities

- Assist to Coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the curriculum, including liaising with teaching staff and support staff outside the department.

This is likely to include:

- Assist in the correct use and safekeeping of hand tools, small items of equipment and low-cost materials.
- Learn and apply safe working practices in line with school policies and statutory regulations.
- Support in routine maintenance to machinery and hand tools.
- Assist in checking and maintaining extractions systems on a regular basis.
- Help in Preparing, assembling and adapting machinery/equipment and resources.
- Maintain preparation and storage areas in clean and tidy condition.
- Help pupils/students on the use of machinery/equipment and assist them with their operation.
- Disposal of waste materials (in accordance with current legislation).
- Assist in carrying out risk assessments for technician activities.
- Occasional administrative duties e.g. photocopying, filing, printing.

Professional Development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Technology Department.
- Complete all required apprenticeship training modules and assessments.
- Gain practical experience in Design Technology, Health and Safety compliance.
- Gain practical experience in the use of equipment and power tools needed for the role, with support from the Teacher of Technology.
- Receive mentoring and guidance from the Design Technology Teachers, Head of Department and other experienced staff.

Other:

- The safe storage and maintenance of machinery/equipment and resources and responding to actual or potential hazards.
- The healthy and safe accessibility of machinery/equipment and resource.
- To always support the Catholic ethos of the Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Multi Academy Company policies & procedures.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Other duties as may be determined from time to time within the general scope of the post.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.
- The Multi Academy Company reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
- The Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi Academy Company in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Multi Academy Company to reflect or anticipate changes in the job commensurate within the grade and job title.

I have read and understand the job requirements, responsibilities and expectations set out in this job description.

Signature: _____ Date: _____

Print Name: _____