

Job description for the Design & Technology Technician

1. The Purpose of the Position

- i. To provide support for the teachers of Design & Technology

2. Line managed by

Subject Leader for Art & Design Technology

3. Line management responsibility for

None

4. Generic responsibilities

- i. All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.
- ii. All staff must know about their roles and responsibilities under the terms of the school's Child Protection policy.
- iii. All staff should be aware of the cultural differences between students dealing with incidents of racism, homophobic bullying & gender stereotyping in accordance with agreed school procedures.
- iv. Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.
- v. All staff must know what to do in the event of the fire alarm sounding.
- vi. All staff have a responsibility to report potential, or actual, health and safety issues, to the school's health and safety officer.
- vii. All staff are expected to participate in the school's performance review system.
- viii. All staff are expected to carry out performance review interviews for the staff that they line-manage.
- ix. All staff are expected to undertake appropriate professional development in relation to their role and responsibilities.
- x. All staff are required to attend the meetings published in the school calendar appropriate to their role.
- xi. All staff are required to follow all agreed school policies and procedures.
- xii. Staff should at all times set an example of personal integrity and professionalism.

- xiii. All staff are required to perform any other duties, commensurate with the nature and level of responsibility of the post, under the direction of senior staff, to ensure the smooth running of the school.

5. Responsibilities specific to the role

- i. To assist in the delivery of Design & Technology lessons working under the direction and guidance of the Design & Technology Subject Leader and teaching staff.
- ii. To assist in the preparation of materials, including the ordering and collection of teaching resources.
- iii. To assist in the preparation of demonstrations.
- iv. To assist with the preparation of display work.
- v. Carrying out routine cleaning ensuring that all equipment & apparatus is clean and in good working order.
- vi. Undertaking appropriate health & safety training in relation to the machinery & tools used in Design & Technology.
- vii. To maintain and carry out simple repairs to apparatus and equipment used in Design & Technology.
- viii. To assist in maintaining high levels of cleanliness in the Art teaching rooms & Design Technology workshop.
- ix. Photocopying materials as required for the teaching of Design & Technology.
- x. Undertaking stock takes as required.

The job description will be effective from 1st January 2016

NAME _____ (Postholder)

SIGNED _____ (Postholder)

DATE _____