

# Job Description

Establishment: Outwood Academy Bydales

Post Title: D&T and Art Technician

Grade: C+ (37 hours per week, 39 weeks)

Reporting to: Head of Department

## **Overall purpose of the post**

Supporting teaching and learning in the Technology and Art Departments on a day to day basis as directed by the Head of Departments.

## **Responsibilities and accountabilities**

1. To liaise regularly with the Head of Department.
2. General preparation of materials within the Technology and Art Departments and assisting with the demonstration of lessons.
3. Basic maintenance and setting up of workshop tools and machinery.
4. Supporting staff in the use of ICT, including CAD/CAM.
5. Organise, maintain and monitor all Technology tools, machines and equipment.
6. Ordering of resources and stock.
7. Maintaining an inventory and management of materials and stock.
8. Use of heat treatment facilities – brazing, welding and casting.
9. Reporting of faulty machinery and liaising with contractors where appropriate.
10. Maintaining classroom displays.
11. Health and Safety audits and advice to staff.
12. Organise sales to pupils.
13. Assisting teachers to support teaching and learning in the classroom.
14. Designated First Aider.
15. To comply with the school's Child Safeguarding Procedures, including regular liaison with the school's Designated Child Safeguarding Person over any safeguarding issues or concerns.
16. To comply with the school policies and procedures at all times.

Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

## **Personal Contacts**

External Contractors, suppliers, parents and external agency professionals.

Internal Students, staff, Governors, parents and any other visitors to the school.

This job description may be subject to change, following consultation between the post holder and the school.