

**Job Title:** Design and Technology Technician

**Reporting to:** Head of Department

**Grade:** 3

### **Overall Purpose of the Post:**

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

### **Main Duties and Responsibilities:**

- To liaise regularly with the Head of Department;
- General preparation of materials and assisting with the demonstration of lessons;
- Ordering of resources and stock;
- Maintaining an inventory and management of materials and stock;
- Maintaining classroom displays;
- Support teaching and learning in the classroom including working with small groups of students;
- Printing, scanning, photocopying and laminating and mounting pupil's work and lesson resources;
- To carry out daily tasks as directed by teachers;
- To ensure each teaching room is tidy and clean and free from hazards;
- To ensure all tools and equipment are stored securely after use;
- To arrange for the regular safety inspections of all machinery and equipment;
- To ensure each teaching area is locked and secure when not in use;
- To maintain a record of the department's risk assessments.
- Basic maintenance and setting up of workshop tools and machinery;
- Supporting staff in the use of ICT, including CAD/CAM;
- Organise, maintain and monitor all Technology tools, machines and equipment;
- Use of heat treatment facilities – brazing, welding and casting;
- Reporting of faulty machinery and liaising with contractors.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy 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, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.