

# Holy Family Catholic School and Sixth Form

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**Job Description:** DESIGN AND TECHNOLOGY TECHNICIAN

**Responsible to:** Curriculum Leader of Design Technology

**NJC Scale points 3 - 6 - £21,408 - £22,587 (pro rata depending on hours) (45.6 weeks), hours per week TBC**

## **Core Roles of the Design & Technology Technician**

- To provide technical assistance in the school in a variety of ways under the supervision of line manager/class teacher responsible for Design and Technology.
- To assist teaching staff in providing students with a relevant and effective DT experience and ensure high levels of achievement.
- Work effectively as part of a team

## **MAIN DUTIES AND RESPONSIBILITIES:**

- Prepare materials as required by the subject teacher prior to lessons
- Ensure hand tools are kept in optimum condition and stored correctly
- Organise materials and tools in the department
- Organise extra equipment for lessons
- Regularly maintain the equipment and tools in the workshops and classroom areas, including cleaning and repairs
- Perform Health & Safety administration duties as directed by the Curriculum Leader and keep all classrooms organised and free from hazards
- Assist staff in developing appropriate resources for teaching and learning and use photocopiers or other equipment to reproduce learning materials, letters to parents etc and collate them for use or dispatch.
- Make equipment and display materials as directed by the CL
- Stock-taking and ordering of materials and equipment as directed
- Provide support for the teacher during practical lessons
- Attend professional training courses appropriate to the needs of the post
- Undertake training and attend INSET days in keeping with the nature and grade of the post
- Implement school policies with special attention paid to Equal Opportunities, Health and Safety and professional conduct
- Administer first aid where appropriate training has been provided.
- Work as part of a team within the DT department assisting as and when required
- Undertake such other tasks relevant to the work of the DT department or the needs of the school as they may arise.
- Undertake any other duties as directed from time to time by the Headteacher

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**Person Specification:** Design & Technology Technician

**Responsible to:** Curriculum Leader of Design Technology

**The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.**

**The Post-holder will:**

- Have knowledge/experience of design and technology equipment.
- (Ideally) be able to support staff and student in other subjects under the DT umbrella, including food technology and textiles.
- Be able to maintain the workshops and materials
- Be able to effectively use ICT as required
- Be able to prioritise own workload
- Have excellent organisational skills
- Ability to show initiative
- Be able to work professionally under pressure
- Have numeracy and literacy skills sufficient to produce own correspondence and statistical information
- Ability to work as part of a team and individually
- Be able to operate flexibly within the changing needs of the school
- Generally must meet LBWF requirements for this type of post e.g. moving equipment without lifts.
- Be able to foster good relationships with students
- Be an excellent role model
- Be committed to the provision of a quality service

## **Personal Circumstances & Safeguarding**

- Be legally entitled to work in the UK.
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals.
- This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.
- Be fit to carry out the duties required of this role.
- Has appropriate motivation to work with children and young people and can relate to them in a positive way.
- Ability to maintain appropriate relationships and personal boundaries with children and young people.
- Displays commitment to the protection and safeguarding of children and young people.