



Barton Manor School (BMS) Job Description

DT Technician (part-time)

Grade: BCAT 5

Employed for: FTE 0.27 term time only + 1 SDD

Hours: 10hrs per week - to be discussed

Professional Relationships:

Responsible To: Trust Director of DT

Responsible For: Supporting DT and Hospitality as required to ensure that a smooth and efficient service is provided across the DT Department.

Purpose: To support the work of the DT department in order that DT teaching and learning is enhanced. Over time this role will increase in hours as the new school grows in size.

Location: To work across two schools, Barton Manor School and Barton Court Grammar School (BCGS), as required to meet the needs of each school and to provide opportunity to share best practice, with training and support provided from experienced staff at BCGS.

Safeguarding

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the School community.

It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:

Policy and Procedure

- Act as a champion of the School's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your teaching classes/form classes and within your designated curriculum area and promote your teaching as a vehicle to safeguard students.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role of teacher effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children’s social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

Accountabilities - DT	Indicative Tasks/actions
<p>To provide technical support for the DT department teaching staff and to be responsible for the maintenance of departmental resources and accommodation.</p>	<p>To carry out daily maintenance duties as specified by the Trust Director of DT and DT teachers.</p> <p>To maintain in good condition the equipment, materials, facilities and services in the Design Technology workshops, Food Prep workroom.</p> <p>Carry out regular checks and maintenance of machines to ensure a safe and hygienic environment for pupils. Assist and undertake an annual stock check and safety audit within the departments.</p> <p>To manage the ordering, stock control and storage of materials, pupil projects, art work and equipment efficiently and in good order.</p> <p>To prepare materials , equipment and teaching environments for effective use in DT, Food Preparation & Nutrition lessons, setting up for practical lessons, including preparing materials and ingredients for practical lessons. Ensure hygiene regulations are met regarding the storage of all food products.</p> <p>To develop technical skills in order to support the practical tasks required by the curriculum. Develop expertise in order to</p>

	<p>use and support the use of CAD/CAM equipment. Attend relevant CPD/training sessions - e.g. safety/hygiene. For example, DATA Machinery training certificate; Level 2 food hygiene certificate; Machine servicing course to compete daily checks on machinery</p> <p>Support with practical tasks for specific groups as requested by staff from the DT, Food Prep & Nutrition.</p> <p>To provide technical assistance to students during lessons, to be available at lunchtimes to support and assist students during DT Club/DT help and to clear away efficiently.</p> <p>To be responsible to the Trust Director of DT for health and safety matters and the upkeep of the DT, accommodation.</p> <p>To assist with ICT administration (e.g. updating SharePoint) and provide support with all years groups. Document students work and provide digital sketchbook for all to access. Support the learning with software support for GCSE, A Level including printing and binding coursework folios</p> <p>To be responsible for DT departmental displays and whole school displays around the school (as required).</p> <p>To ensure the tidy and smart appearance of the Design Tech, Food Prep areas, including cleaning table tops and worktops at end of day.</p> <p>Accompanying the teachers in the DT department on trips outside the School in a supervisory capacity.</p>
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Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher or Executive Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher the other.

Signed: Date: