



DT Technician Job Description

Job Title	DT TECHNICIAN
Grade	5: £20,438 - £23,156 per annum full time equivalent
Hours	37 hours per week for 39 weeks (Term time + inset). Actual salary will be £17,503 - £19,829
Line Manager	The Head of DT
Liaison with	Governors, Headteacher, Teaching staff, support staff, students and parents
Job Purpose	To provide support to teaching staff in the preparation and delivery of lessons to ensure the highest quality teaching and learning takes place. Within the DT rooms maintain or prepare equipment and resources for lessons as requested by teaching staff and store equipment after use. This includes ensuring health, safety and hygiene rules are adhered to and notifying teachers of any difficulty in these areas.

Specific Duties:

Daily/Lesson Preparation

- Prepare materials as required by the subject teachers prior to lessons
- Ensure hand tools are kept in optimum condition and stored correctly
- Organise extra equipment for lessons
- Regularly maintain the equipment and tools in the workshop and classroom areas
- Empty and clean the dust extraction filters as required by the manufacturer
- Keep all classrooms organised and free from hazards
- To assist Technology staff in developing appropriate resources for teaching and learning

General Duties:

Organise materials, equipment and tools in the Department

- Stock-taking and ordering of materials, tools and equipment
- Organise and catalogue resources in the department
- Assisting with open evenings
- To provide support for teachers during practical lessons if required
- Under the direction of the HOD, ensure that all Health & safety requirements are met.
- To assist teaching staff, in promoting and raising the profile of D&T within and outside School.
- Work as part of a team within the Design and Technology Department, by assisting each other as and when required
- To work flexibly, undertaking tasks as directed, commensurate with the grade of the post
- To participate in the Performance Management process and undertake any training commensurate with the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace

Key attributes:

- Practical/hands-on experience is desirable
- Ability to show initiative and to prioritise one's own work and that of others
- Ability to work as part of a team and individually
- Self-motivating with the ability to multi task
- Confident in the use of ICT

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Employee Signature:.....

Date:

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • A basic understanding of the needs of learners • Knowledge of the potential barriers to learning • Good understanding of child/young people’s development and learning processes 	<ul style="list-style-type: none"> • Understanding of classroom roles and responsibilities • Knowledge of child protection legislation and procedures • Knowledge of school procedures
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in a relevant role in either a commercial or school setting • Experience of working with DT equipment • Knowledge of DT practical sessions • Ability to make preparations for practical work for DT • Administrative experience 	<ul style="list-style-type: none"> • Experience of working alongside other educational professionals within the guidelines of school-wide policies and strategies
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Good listening skills • Excellent interpersonal communication skills, including influencing skills • Good time management and self-organisation • Numeracy and literacy skills • ICT skills • Ability to keep accurate records • Ability to work successfully as part of a team • Ability to work on own initiative • Ability to be flexible and support other departments when necessary 	<ul style="list-style-type: none"> • Computer training by Head of DT where needed
<p>Qualifications</p> <ul style="list-style-type: none"> • Minimum of GCSE, equivalent awards, or able to demonstrate a good level of literacy and numeracy skills • First aid at work certificate 	<ul style="list-style-type: none"> • Appropriate first aid training
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • Commitment to the school’s policies and ethos • Commitment to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children, young people and their families • Emotional resilience in working with challenging behaviours and attitudes, using authority. 	<ul style="list-style-type: none"> • Safeguarding qualification