



DARTFORD SCIENCE & TECHNOLOGY COLLEGE

Heath Lane, Dartford, DA1 2LY Tel: 01322 224309

www.dstc.kent.sch.uk

Design Technology Technician
KR5 £22,595 FTE (Actual Salary £10,843)

Required from 29th August 2023

3 days per week, preferred hours, 08.00 – 15.30 Term time only (hours and days are negotiable for the right candidate)

We are seeking to appoint a Design Technology Technician to assist with the smooth running of our DT department. The successful candidate will support the department in preparing materials, equipment and ingredients for practical lessons, maintaining the classrooms and equipment and ensuring that all Health and Safety regulations are adhered to. He or she will also support teachers and students in lessons as appropriate and provide general assistance to the DT staff. Experience in using associated equipment i.e. lathes, sanders, drills and sewing machines as well as knowledge of food preparation and hygiene will be advantageous but not essential.

Our school is a safe space for pupils to learn and develop as young citizens. The school has high expectations of pupils; behaviour, with strong systems to manage it. As a result, pupils behave very well. 100% of staff feel proud to work at DTSC and 85% of parents who responded to Parent View would recommend DSTC to other parents (Ofsted March 2022).

An application form is available on our website www.dstc.kent.sch.uk. Completed forms should be emailed to Suzie Wells (susan.wells@dstc.kent.sch.uk) or posted to the address above.

You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

Any appointment will therefore be dependent upon the completion of a satisfactory Disclosure and Barring Service (DBS) check, a social media check and a children's barred list check.

Please note that we reserve the right to close this position early if a suitable candidate is identified and / or we receive a high number of applications.

Post Held: Design Technology Technician

Responsible to: Subject Lead for Technology and Computing

Hours per week: 21 hours
08.00 – 15.30 Monday
08.00 – 15.30 Thursday/ Friday
30 minute (unpaid) break per day

Weeks per year: Term time only

CORE DUTIES AND RESPONSIBILITIES FOR ALL DSTC SUPPORT STAFF

- To adhere to the College's Staff Code of Conduct.
- GDPR regulations.
 - To make yourself aware of and to follow the most up to date GDPR regulations.
 - Take personal responsibility for the security of your and others personal data
 - To report immediately any breaches whether committed by your actions or those of others to the Principal, the Business Manager or in their absence the Data Manager.
- Safeguarding
 - To be committed to safeguarding and promoting the welfare of all young people.
 - To undertake annual safeguarding training.
 - To follow the most up to date version of Keeping Children Safe in Education and to use identified school procedures to Recognise and Refer.
- Health and Safety
 - To take personal responsibility for the health and safety of yourself, your colleagues, students and visitors.
 - To report any shortcomings in the employer's health and safety arrangements for the protection of people at work and those who may be affected by them (this is your duty in law under the Management of Health and Safety Regulations 1999).

KEY DUTIES & RESPONSIBILITIES (GENERAL TO ALL TECHNICIANS):

- To be responsible for ordering and maintaining resources and to assist with stocktaking when necessary.
- To be aware of current Health & Safety regulations and procedures and to ensure that relevant guidelines are adhered to for the equipment and activities within the Technology Department.
- To report to the Curriculum Lead any faults, breakages, repair needs, potential dangers and hazards or issues relating to Health & Safety.
- To assist with practical lessons if requested by the Curriculum Lead.
- To assist with the setting up and clearing away of displays in the department and demonstrations for Open Evening and other College events.
- To check all equipment for safety and carry out relevant maintenance or seek specialist support if required.

- To use departmental ICT.
- To accompany departmental visits when necessary.
- To invigilate in both internal and external examinations when needed.
- Such other duties as the Principal or Governors may from time to time require.

KEY DUTIES & RESPONSIBILITIES (SPECIFIC TO THE ROLE OF DT TECHNICIAN):

- To maintain the Design Technology classrooms in a safe, usable and hygienic condition, adhering to guidelines.
- To prepare materials, equipment and ingredients for lessons and demonstrations.
- To support vulnerable students in the Design Technology department as directed by the Curriculum Lead.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

Signed Date
(Principal)

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DT Technician Person Specification

Desirable(but not essential) Criteria

- A qualification relevant to the role
- Qualification in Food Hygiene
- DATA Health and Safety training
- Experience of working in a workshop or school DT environment
- Experience of working in a school Food room
- Experience of working with children of secondary school age
- Knowledge of the DT textiles and Food Technology curriculum
- An understanding of school roles and responsibilities and the position of the DT Technician within these
- Skills in using tools and equipment including sewing machines (or willingness to learn)
- Effective use of ICT and other specialist equipment/ resources.
- Willingness to undertake any training required to undertake the role, or parts of the role, effectively
- Ability to work supportively as a team member and able to take your own initiative when working independently.
- Ability to build a rapport with students and staff as well as initiate ways to support young people.
- Commitment to safeguard and promote the welfare of children and young people

Additional Duties

- Attend team meetings and staff meetings as required