

**Job title: Design and Technology Technician**

**Contract type: Permanent; term time only (39 weeks per year)**

**Hours: Full time; 37 hours per week**

**Grade: Kent Scale C**

**Responsible to: Head of Design and Technology, SLT**

**Overall Responsibilities:**

* To assist in the provision of practical support for Design Technology teaching (to liaise/default to Tunbridge Wells DT technician when required, in order to ensure effective DT support at Sevenoaks).
* Support the maintenance of a safe working environment where the correct Health and Safety procedures are followed.
* Comply with all school policies – particularly those on Health and Safety, child protection, confidentiality and data protection.
* Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the area child protection procedures.

**Section 1 – Duties**

* Competence with traditional making processes and workshop machinery (for cutting/joining wood metal and plastic)
* Able to show staff and students how to use new design packages, both one to one and in groups (Currently SolidWorks, OnShape, Vectorworks, RDworks, Cura. Also using and teaching the use of our VR headsets in relation to design and manufacturing applications.
* Establishing, managing and running the CAD/CAM project space.
* Programming, maintaining, and running the designated laser cutter and BOFA extraction system.
* Programming, maintaining, and running the designated 3D printers and extraction system.
* Producing examples of current and new projects using the new design software 3d printers and laser cutter (ie examples of the full design process and outcomes, from start to finish).
* Liaising with IT in order to maintain computers and software where needed.
* Running and teaching the use of any new technology/hardware as it arrives.
* Maintaining knowledge and awareness of materials that relate specifically to CAD CAM processing, including evolving dangers relating to health and safety issues surrounding these processes (control of nano/micro particulates etc).
* Researching new and cutting-edge design technology and assessing its suitability for school use, and its potential to enhance teaching within the department.
* Researching and learning of new software that may be used to enhance teaching in the department. .
* Researching STEM projects/competitions that may be of interest, & wider research (when schedule allows) into any design and technology grants or funding that may be available.
* Maintain all tools and equipment, e.g.: cleaning, repairing and sharpening equipment and tools.
* Ensure that all rooms are tidy and organised and that everything needed is accessible for all staff to locate.
* Prepare and provide tools and materials to support teaching.
* Have high expectations and standards of quality in all areas of their working practice.
* Prioritise job lists, depending on demand.
* Notify TW technician when equipment/stock is required.
* Aptitude to build client and customer relationships to which benefit the establishment.
* Keep an up-to-date inventory of tools, equipment and materials.
* To complete all requests to the highest of standards and by the realistic deadlines and pre-empt some requests in advance, demonstrating a commitment to being part of an effective team.
* Support the work of teachers by assisting in the preparation of practical resources and respond to the individual needs by personalising resources.
* Support staff and students in using tools, equipment, processes and materials to assist learning.
* Positively contribute towards the efficient learning of the students.
* Set a good example in terms of personal presentation, attendance and punctuality.
* Risk assessment logs kept up to date and all relevant warning signage and standards are placed in sight around the classrooms with locking and isolation systems in place on all high-risk machinery.
* Good awareness of Health and Safety within workshop environments is essential**.** Help to ensure that pupils follow the correct Health and Safety procedures.
* Be aware of the responsibilities for personal health and safety and welfare and that of others who may be affected by your actions or inactions. Co-operate with the employer with all issues to do with Health, Safety and Welfare.
* In accordance with the school’s policies and procedures, report to the appropriate member of staff any incidents regarding pupils’ welfare.
* Willing to engage in flexible working hours, given the nature of events and training that may occur out of the typical school day hours.
* Contribute to the extended school’s programme as indicated within the school improvement plan and annual performance management objectives.
* To provide information and perform tasks as required by the Head of Department
* Establishes good working relationships with colleagues and engage with all members of staff, in and out of own department.
* There may be occasions where you will be required to provide practical support to teachers within Food Technology lessons, as well as providing administrative support to the department.

**Section 2 – Continued professional development**

* Uphold knowledge of techniques and machinery, and a willingness to learn anything new to benefit the department and further own audit of skills.
* Undergo any relevant training required and update qualifications as they expire if appropriate.
* Take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school.
* Maintain a professional portfolio of evidence to support the performance management process – evaluating and improving own practice.

**Section 3 – Additional duties**

The job description and employee performance will be reviewed annually and may be subject to amendment. It is not a comprehensive statement of procedures but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

**Person Specification:**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. As a member of the Design & Technology Department you would be responsible for contributing to raising standards.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Level 2 Diploma (or equivalent) and proficient technical, practical and/or computer skills preferred. * GCSE 5 A\* ‐ C or equivalent, including science |
| **EXPERIENCE** | * Experience of working with young people * Professional Experience and Competencies, you must have the following;- * Excellent practical knowledge and experience, and the ability to carry out the following;- * Wood Working, (bench joinery, furniture making, laminating, building techniques, industrial production techniques both traditional and modern). * Metal Working (joining, cutting, folding, rolling, bending, industrial production techniques both traditional and modern). * Plastics, (processing, joining, folding cutting and fabrication). * Excellent knowledge of adhesives and finishing techniques. * Ability to produce concept and production drawings both by hand and using CAD. * Experience of CAD/CAM machinery essential, limited training on specific software and machines can be provided. |
| **SKILLS AND ABILITIES** | * Ability to exchange of information both verbally and in writing with staff and suppliers * Excellent numeracy/literacy skills. * Excellent keyboard and data entry skills. * Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff * Ability to prioritise effectively and meet deadlines * Ability to relate well to people on all levels * Work constructively as part of a team, understanding School roles and responsibilities and your own position within these * Ability to identify own and others’ training & development needs and co‐operate with appropriate individuals to address these * Ability to relate well to children and adults * Ability to interpret advice/statute and to devise policy/practice in the light of these * Excellent organisation and personal management skills * It would be considered an advantage to be qualified (or to be willing to undergo training) in First aid |
| **KNOWLEDGE** | * Knowledge of subject/technical area * Knowledge of appropriate use of specialist equipment and materials and ability to communicate this knowledge to staff and pupils. * Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment (e.g. workshop). * First Aid certificate would be useful, but training can be provided. * Knowledge of appropriate use of relevant equipment (including handling hazardous substances safely) and ability to communicate this knowledge to staff and students. * Use of basic technology (computer, photocopier etc.) * Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. * Financial procedures * Knowledge of metric measuring techniques.   • Ability and enthusiasm to work jointly with colleagues |