

**JOB DESCRIPTION**

**Job Title:** Design &Technology Technician **School:** DGGS

**Reports:** Curriculum Team Leader: Arts & Technology Faculty

**Current Grade:** Kent Range 5 (actual £15,834)

**Job Holder’s Name:** Vacancy **Date:** January 2020

1. **Purpose of Job**

Working 37 hours per week, term-time only (details to be agreed).

* To support the Design and Technology (D&T) curriculum through the preparation of resources and provision of support to students during lessons to ensure high levels of achievement. This includes Food Technology.
* Carry out routine maintenance and repair of D&T equipment where qualified to do so.

1. **Principal Accountabilities**

* Under the direction of Curriculum Team Leader (CTL), ensure that all Health and Safety requirements are met.
* Assist Technology staff in developing appropriate resources for teaching and learning.
* Assist students with D&T tasks, under the supervision of the D&T teachers.
* Order equipment and arrange for repairs as directed.
* Maintain and monitor consumables and equipment in D&T to ensure all students are able to access a wide range of materials and processes as part of their D&T provision.
* Assist teaching staff in promoting and raising the profile of D&T within and outside school.
* Support the development and delivery of Computer Aided Design and Manufacture in D&T where possible.
* Assist with demonstrations on how to use equipment and machinery and provide technical support to students, including health and safety advice to ensure that correct procedures are adhered to at all times.
* Be responsible for the safe storage of tools and materials.
* Dispose of used and unwanted materials in an efficient and responsible manner.
* Assist CTL in the production of Risk Assessments.
* Carry out weekly Health and Safety checks on all equipment in accordance with Health and Safety requirements and report directly to CTL.
* Ensure cleanliness of workshops.
* Arrange safety testing of all electrical equipment.
* Engage in relevant CPD activities.
* Support the Arts Faculty in the preparation for, and running of events, during the academic year, including designing and making required items for performances and exhibitions.
* Establish and/or assist with extra-curricular activities and support for students.
* Offer support to the Arts & Technology Faculty by assisting with displays in the D&T / Art Department and around the school under the direction of the CTL.

1. **Necessary Experience** (Please note, appropriate training will be provided, as requested)

* Thorough understanding of Health and Safety procedures especially as they relate to work in D&T.
* Good level of general education including good IT, numeracy and literacy skills.
* Knowledge of appropriate use of equipment and ability to communicate and demonstrate this knowledge to staff and students.
* Knowledge of policies and procedures relating to Safeguarding and Child Protection, Health & Safety, Equal Opportunities and Confidentiality.
* Experience in maintaining D&T machinery.
* DATA training in Food Hygiene would be beneficial.

**Agreed by: Approved by:**

VacancySharon Pritchard, Headteacher

**Date: Date:**