

DOVER GRAMMAR SCHOOL FOR BOYS

Job Description for position of Design Technology (DT) Technician

As a DT technician you will be working closely with DT teachers to ensure the smooth running of the department. You will need to have good organisational skills and a willingness to learn new skills. You will also be required to attend external training courses to ensure you are certified to use the workshop tools and equipment.

A good working knowledge of 2D design and CREO would be an advantage as well as a good understanding of the GCSE and A level courses.

The specific responsibilities of the post are as follows:

Post	Design Technology (DT) Technician
Specific Duties	<p>Strategic Direction and Development of the School</p> <ul style="list-style-type: none">• Lead by example, providing motivation and inspiration to the school• Build on the ethos which secures effective teaching, successful learning and achievement by the pupils• Contribute to the development of a team culture in which all those involved in the school are committed to the aims and involved in meeting the agreed objectives and targets• Contribute to the development and review of school policy and procedures involving the DT department <p>Learning and Teaching</p> <ul style="list-style-type: none">• Preparing and setting up resources• Assisting in lessons and giving one to one support to students• Maintain a flexible approach to your responsibilities, undertaking additional responsibilities at the request of the subject leader for DT, or within the Learning Support Department, or at your own initiative, when the need arises <p>Leading and Managing Staff</p> <ul style="list-style-type: none">• As requested by the subject leader for DT, meet with members of the department to identify priorities, and set time-scales for the completion of tasks• Take account of and implement all Health and Safety requirements relevant to your areas of responsibility, including safety and maintenance checks on all of the tools and equipment• Writing and updating risk assessments <p>Efficient and Effective Deployment of Resources</p> <ul style="list-style-type: none">• Work with the subject leader for DT to manage, monitor and review all available resources (stock control and ordering of materials) to ensure the enhancement of the quality of learning and improved achievement• General organisation and tidying of the DT rooms <p>Accountability</p> <ul style="list-style-type: none">• You are directly accountable to the Subject Leader for DT

	<ul style="list-style-type: none"> • Contribute to the development of an organisation in which all staff recognise that they are accountable for the success of the school • Contribute to the ethos of the school in which students, staff, governors, parents and visitors to the school are given a warm welcome, treated with respect and their concerns are dealt with efficiently and effectively • Keep abreast of new educational initiatives and developments in your areas of responsibility, and bring new ideas forward for discussion with the subject leader for DT as appropriate • At the direction of the Headteacher, undertake other duties and responsibilities which may from time to time be necessary for the effective management of the school
Contract Type	KR3, 32.5hrs per week, 39 weeks per year, £18,039 fte (£13,628 pro rata).
Line Management	Subject Leader for DT