

Towers School and Sixth Form Centre

**Job Description:** Design & Technology Technician

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| **School:** | **Towers School & Sixth Form Centre** |
| **Grade:** | **Kent Range 3** |
| **Responsible to:** | **Visual Arts Lead**  |

**Purpose of the Job:**

To assist teaching staff in providing students at Towers School with a relevant and effective Design & Technology experience and ensure high levels of achievement.

**Key duties and responsibilities:**

Daily/Lesson Preparation

1. Prepare materials and ingredients as required by the subject teacher prior to lessons
2. Ensure hand tools are kept in optimum condition and stored correctly
3. Organise extra equipment for lessons
4. Regularly maintain the equipment and machinery in the workshop and classroom areas
5. Empty and clean the dust extraction filters as required by the manufacturer
6. Keep all classrooms organised and free from hazards
7. To assist Technology staff in developing appropriate resources for teaching and learning.
8. Organise materials, ingredients and tools in the Department
9. Stock-taking and ordering of materials, ingredients and equipment

**General**

1. Assist with organisation of trips
2. To provide support for the teacher during practical lessons this will include food lessons
3. Under the direction of the Faculty Lead, ensure that all Health & safety requirements are met.
4. To assist teaching staff in promoting and raising the profile of Visual Arts within and outside School.
5. To support the development and delivery of Computer Aided Design & Manufacture in D&T including cookery.
6. Work as part of a team within the Visual Arts Department assisting each other as and when required
7. To undertake such other tasks relevant to the work of the Visual Arts Department or the needs of the school as they may arise.

**General**

1. Key attributes:
2. Practical/hands-on experience is desirable but not a necessity
3. Ability to show initiative and to prioritise one’s own work and that of others
4. Ability to work as part of a team and individually
5. Self-motivating with the ability to multi task
6. Confident in the use of ICT