



Design Technology Technician JOB DESCRIPTION

*Queensbridge School
Queensbridge Road, Moseley, Birmingham B13 8QB*

PURPOSE

To support setting up equipment in accordance with the specifications of teaching staff, routine maintenance of machinery, equipment, stockkeeping and stock control methods, ordering and arranging storage of materials and equipment, and support teaching staff.

DUTIES AND RESPONSIBILITIES

- To provide intensive curricular support in a specific subject to ensure targeted students reach National Standards in achievement.
- To provide support to identified students to access the academic curriculum in the most effective way, appropriate to their needs and understanding.
- To assist and support the delivery of teaching and learning.
- To promote the inclusion of all students.
- To maintain an up-to-date knowledge of specifications and grade criteria.
- To contribute to the raising attainment of individuals or groups of students, who have been identified as underachieving, or as likely to underachieve, as a result of experiencing particular barriers to learning, or who are beginning the process of making the transition to the next phase of their education.
- Working with students both in and out of lessons.
- To develop expertise in specific areas to enable 'at risk' students to gain a range of high-quality qualifications through small group intervention.
- To develop and record individualised action plans for students who have been identified as requiring targeted support.
- To carry out or organise routine maintenance of equipment, tools and machinery, including Health and Safety checks.

- To provide advice on materials and equipment used in workshops.
- To assist Head of Department in the production of Risk and COSSH assessment
- Inspection of workshops in accordance with the requirements of Health and Safety at Work Act.
- To liaise with the Site Team regarding safety concerns and reports to ensure that report recommendations/safety instructions are implemented.
- To attend any necessary training to ensure that machinery may be used, maintained and serviced safely.
- To maintain stockkeeping and stock control, including supporting the Head of Department with the ordering of resources, materials and equipment.
- Prepare materials (including to mark out wood and cut to specific size) and resources for Design Technology lessons as specified by the teaching staff within the department.
- To provide training and technical advice as and when requested by Design Technology staff.
- Ensure safe storage of all materials particularly those of a flammable, toxic or explosive nature.
- To assist teaching staff during lessons and extra-curricular activities.
- Support the department in the development displays and the general tidiness of the area and storerooms.
- To promote the ethos of the school to be attended by students e.g. with regard to standards of behaviour, dress code, punctuality and attendance.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and school events

SAFEGUARDING

- The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in school.
- Utilise the 'My Concern' system for recording safeguarding concerns and logging actions taken.

GENERAL

1. To undertake any other duties as appropriate to the grade of the post as requested by the Headteacher.

Responsible to: **Head of Design Technology**

Person Specification

DT Technician

A = Application process I = Interview T = Task

Education and Training	Method of assessment
GCSEs (or equivalent) including at least a Grade 4 (previously Grade C) in English and Maths. <i>Further study or training relevant to the role (desirable)</i>	A A
Experience and Skills	
Understanding of the procedures for preparation, use and maintenance of materials and equipment (including to mark out wood and cut to specific size)	T
Awareness of health and safety issues relating to DT	A/I
<i>Working with children or young people (desirable)</i>	A/I
<i>Working in a school environment or other educational setting (desirable)</i>	A/I
<i>Experience planning and delivering learning activities (desirable)</i>	A/I
<i>Experience of planning and leading teaching and learning activities (desirable)</i>	A/I
<i>An understanding of the GCSE DT curriculum (desirable)</i>	A/I
Strong written and oral communication skills and the confidence to work effectively with staff, students	A/I
Competent and effective user of IT	A
Excellent attention to detail and the ability to work accurately even when under pressure	A/I
Excellent organisational and administrative skills including the ability to work to deadlines and the flexibility to take on new tasks as they arise	A/I
Ability to plan, organise and prioritise to meet deadlines	A/I
Knowledge of guidance and requirements around safeguarding children	A/I
Ability to respond quickly and effectively to issues that arise	A/I
Personal Qualities	
The ability to remain calm in stressful situations and demonstrate resilience	A/I
Enjoyment of working with children and young people	A/I
Ability to use initiative and flexibility in recognition of the fact that schools are busy and dynamic institutions	A/I
Sensitivity and understanding, to help build good relationships with pupils	A/I
A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school	A/I
Commitment to safeguarding pupils' wellbeing and equality	A/I
Positive, forward looking and enthusiastic about making a difference	A/I