

## JOB DESCRIPTION

<b>Post Title</b>	<b>Senior Design &amp; Technology Technician</b> (Job role includes responsibility for co-ordination and management of whole school fire evacuation procedures and aspects of whole school Health & Safety)
<b>GRADE</b>	Grade 5 – Term Time plus three weeks  Salary: £22,571 - £28,226 per annum pro rata;  Actual Salary Approx. £20,085 - £25,117 per annum)
<b>HOURS</b>	Full time, 37 hours per week 8:00 a.m. – 4:00 p.m. Mon – Thurs & 8:00 – 3:30 on Friday  The 'Plus three weeks' will be arranged across the school year & will be undertaken during school holidays.  (30-minute unpaid lunch break daily)

**The Westwood Academy is committed to safeguarding and promoting the welfare of children and young people, vulnerable adults and expects our staff and volunteers to share this commitment.**

### **Job Purpose:**

The role of the Design and Technology Technician is to support the smooth running of the Design and Technology Department. Preparing materials and maintaining equipment and tools to ensure the teaching environment is kept to a high standard. The post holder will support the Department in that ensuring stock control is managed and materials are prepared for classes in order to assist teaching staff. The post holder will work under the instruction of teaching/senior staff, usually in the DT Department, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. To ensure all Health and safety requirements are acted on/adhered to.

Additionally, to co-manage the department technicians and assist where required, e.g. Food Technology Technician.

To act as the school co-ordinator for fire evacuation procedures and aspects of health and safety in conjunction with the KMAT Premises and Estates Manager.

## **Main Responsibilities**

### Supporting the DT Department

- Monitor the condition and supply of all equipment and services within the department.
- Ordering materials for the department. Stock control, organising and maintaining an inventory of all departmental consumables, keeping staff informed as materials become required.
- Organising and implementing an ongoing planned maintenance system for all department equipment including Computer Aided Design (CAD) / Computer Aided Manufacture (CAM) systems and equipment.
- Organising and maintaining an inventory of all departmental equipment, keeping staff informed of any missing or damaged items.
- Maintain a system for counting lesson equipment in and out as required for pupil safety– e.g. sharp implements; chisels, scissors, scalpel etc
- Assist teaching staff to ensure that all equipment satisfies and continues to comply with the Health and Safety at Work Act 1974 and subsequent amendments.
- Maintenance of tools, e.g. sharpen chisels.
- Repair tools and equipment, e.g. replace band saw blades.
- Maintenance of equipment, e.g. emptying dust boxes.
- Maintaining stores in a secure, tidy and organised fashion.
- Maintaining pupil's work (in progress) in a tidy and organised fashion.
- Preparing materials for classes.
- Setting up experiments, demonstrations and visual aids as requested by teaching staff.
- Assisting teaching staff with displays.

### Supporting Pupils

- Supervise pupils, ensuring their safety and encouraging pupils to interact with others, to engage in activities led by the teacher, and to act independently. This may on occasion involve working in areas of the school other than the DT Department
- Establish good relationships with pupils, acting as role model, reporting progress and achievements to teacher as agreed.
- Respond to pupils' minor welfare and personal needs and ensuring pupils requiring regular medication are given timely reminders.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

### Supporting Teaching Staff

- To assist teachers by supporting pupils in their learning in order to ensure their continuing educational development.
- To assist teachers in creating an attractive learning environment to ensure pupils spend their school life in stimulating surroundings.
- Ensure the classroom is set for lessons as directed, clearing afterwards and assisting with display of pupils' work.
- Assist the teacher in developing effective methods of explaining basic ICT applications and supporting pupils in their use.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

### Fire Evacuation and Health and Safety

- To be the co-ordinator and site manager for whole school fire evacuation procedures: including arranging fire marshal training in conjunction with the KMAT Premises and Estates Manager
- To support the KMAT Premises and Estates Manager on an agreed portfolio of Health & Safety responsibilities to include but not limited to the Design & Technology Department; for example; arranging equipment safety inspections, liaison with third party providers and Site Service team on essential safety works, attending as required the termly Health & Safety meeting.
- Writing of risk assessments for agreed areas.

### Supporting the School/ General Requirements

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Be aware of and comply with all KMAT policies including in particular Health and Safety and Safeguarding.
- Participate in the KMAT Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Kenilworth Multi Academy Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role
- Demonstrate awareness of the KMAT/school's educational and behavioural policies for developing pupils.
- To support the school's literacy/numeracy programme as required within the department
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the department and the school.
- Adhere to the Staff Code of Conduct, dress code and other policies relating to staff.
- Demonstrate a record of excellent attendance and punctuality.
- Be aware of and comply with policies and procedures relating to safeguarding, health & safety, security, confidentiality and data protection reporting all concerns to the appropriate person as agreed.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the work of other professionals
- Attend Open Evening/Open Days and other school events as required (for additional pay or TOIL)
- To provide cover and support to other technicians within the department as required, e.g. Food Technology Technician

As and when required - To undertake duties as a support staff invigilator during school examinations. To act as a reader / writer for SEN pupils during school examinations (training will be provided).

The postholder will be required to act as a First Aider for which training will be given. A small monthly remuneration will be paid in addition to main salary once postholder is qualified.

This is a general description of the main duties and responsibilities of the post at the date of production. Duties may change over time as requirements and circumstances change. Other duties may also be required from time to time.

All successful candidates will be required to complete an enhanced DBS check prior to employment

## Person Specification

### Qualifications and Experience

- Skilled in carpentry / practical skills - essential
- D &T Health and Safety accreditation, essential, or willingness to work towards this (essential)
- Be willing to undertake First Aid training and to act as a school first aider (essential)
- Good numeracy/literacy skills (essential)
- Experience of working with children of relevant age and pupils with additional needs (desirable)
- Skills and knowledge
- Excellent communication skills
- Ability to relate well to children and adults
- Ability to work as part of a team, understanding classroom roles and responsibilities and your own position within these
- Able to lead a small team of technicians
- Excellent time management and organisational skills
- An understanding of fire evacuation procedures and health and safety and the risk assessment process (training will be provided)
- Ability to identify hazards and to report them or address them as appropriate
- Experience of using a range of tools and equipment including CAD/CAM
- Practical hands on experience
- Stock control, organisation and maintenance
- An understanding of the important role of practical work in Design and Technology education
- Able to maintain and repair all tools and equipment
- Keep all classrooms organised and free from hazards
- Understanding of relevant policies/codes of practice and awareness of safeguarding legislation
- Effective use of ICT to support learning

### Personal Qualities

- A passion for Design and Technology
- A team player, with a positive and enthusiastic attitude
- Ability to show initiative and to prioritise one's own work
- Flexible approach with the ability to accommodate changes in priorities
- Understand and respect the principles of confidentiality
- Good time management and ability to prioritise tasks in relation to their importance.
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### Philosophy and Ethos

- A commitment to safeguarding and promoting the welfare of children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children
- A commitment to the ethos and strategic direction of the school
- Strong support for the KMAT mission and values
- Be a good role model