



Job Description

Design Technology Technician – Level 1

Employer	Castleman Academy Trust	Grade / Scale	Grade D – SCP 5 - 6
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Key Purpose

- Provide technical and administrative support to teaching staff in craft design and technology departments
- Support the teaching staff within the craft design and technology department to ensure safe and proper use and maintenance of resources and equipment
- Assist the designated class teacher or subject leader in planning and delivering schemes of work

Key Responsibilities

Main Responsibilities and Duties:

- Contribute to teaching and learning sessions, as appropriate, by demonstrating or advising on proper and safe use of materials and equipment for practical activities, including directed support for individual pupils.
- Prepare and maintain classrooms and other teaching areas; prepare and maintain materials for use by staff and pupils, ensuring that an orderly, safe and healthy environment is provided for teaching activities
- Prepare and assemble teaching resources, apparatus and equipment for use by staff and pupils
- Assist teachers in preparation for examinations
- Maintain and undertake basic repairs to equipment where practical to do so
- Ensure equipment and the general teaching area is kept clean, and keep the department running at optimum efficiency and cleanliness
- Working in a manner which ensures the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures
- Deal with any spillages/breakages, following regulations
- Maintain stock and order equipment and supplies, if necessary
- Assist with the issue and return of textbooks or other teaching aids
- Undertake general administration tasks such as answering the telephone, photocopying, filing, paperwork etc.
- Ensure that Health and Safety requirements and other relevant regulations, such as Control of Substances Hazardous to Health (COSHH), are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed
- Comply with all decisions, policies and standing orders of the school and comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.

Supervision and Management of People

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and Skills

- The post holder should have an ability to carry out a range of basic tasks within readily understood rules and procedures
- The post holder should have an ability to use ICT for data entry and creating displays for pupils work

Creativity and Innovation

- Apply technical or specialist skills and knowledge to resolve any problems with the setting up or maintenance of equipment
- Assist pupils with practical work, and help pupils develop their creative skills
- Create displays of pupils work

Contacts and Relationships

- Daily interaction with teaching and other support staff
- Regular contact with pupils to assist them with learning
- Some contact with external suppliers and contractors, as required

Decisions

- Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives

Resources

- The post holder will have responsibility for the proper use and safekeeping of equipment, materials and tools, small items of equipment and low cost materials
- Resources are likely to include various materials, equipment and machinery
- Protective clothing will be provided and must be worn at all times

Work Environment

- Duties will normally be undertaken in classrooms or workshops within the school. There will be use of power tools and machinery, with possible use of chemicals
- Lifting and movement of resources and equipment will often be required, using trolleys where appropriate.

Any other duties commensurate with the role of Design Technology Technician that may be required from time to time. Design Technology Technicians are accountable to the Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.



Person Specification

Design Technology Technician – Level 1

Education/Qualifications	Desirable	Essential
5 GCSE's with a minimum of Grade C or above in Maths and English (or equivalent qualifications) and a good standard of general education		X
Experience	Desirable	Essential
Experience of working with children in an educational environment		X
Experience of working with pupils with a variety of educational needs		X
Aptitudes and Abilities	Desirable	Essential
Excellent communication and listening skills		X
Patience and commitment		X
Ability to remain calm and make decisions whilst under pressure		X
Good organisation and planning skills		X
Excellent evaluation and monitoring skills		X
Ability to work under own initiative		X
Ability to respond sensitively and flexibly to competing demands from pupils		X
Ability to handle confidential information with discretion		X
Ability to supervisor and mentor others		X
Ability to cope with personal hygiene needs and respond sensitively to pupils needs		X
Ability to support children with Special Educational Needs		X
Ability to lead groups of children, applying appropriate behaviour and learning strategies		X
Ability to lead whole classes		X
Ability to apply a wide range of strategies for the benefit of the pupil		X
Knowledge	Desirable	Essential
Understanding of the schools' Health and Safety Policy		X
Have a clear and thorough understanding of the schools safeguarding issues and safe working practices and procedures and follow them		X
Understanding of basic first aid procedures and a willingness to undertake First Aid Training		X
Knowledge and understanding of the National Curriculum including literacy and numeracy strategies		X
Understanding of lesson plans		X
Excellent knowledge of the five outcomes of Every Child Matters		X
Understanding of Individual Learning Plans		X
Knowledge of school's behaviour and management policy and procedures		X
Knowledge of Child Safeguarding		X
Attitude and Motivation	Desirable	Essential
A commitment to developing children as independent learners		X
A commitment to developing yourself through continuing education and training		X
Enthusiasm		X
Empathy		X
Self-motivated		X
Safeguarding and Special Requirements	Desirable	Essential
The Castleman Academy Trust is committed to safeguarding and promoting the welfare of children and you people and requires all staff and volunteers to share and demonstrate this commitment.		X
The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references.		X
It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.		X
The Castleman Academy Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos		X