



JOB DESCRIPTION

Job Title	Design and Technology Technician
Grade	Band 2
Reports to	Curriculum Team Leader: Technology
Responsible for	N/A
Liaison with	Teaching staff, support staff, Headteacher, Students & outside agencies.
Job Purpose	To join a team of technicians and provide comprehensive technician support service to staff and students undertaking the Design and Technology curriculum.
Principal Accountabilities	<ul style="list-style-type: none"> To be responsible for preparing practical design and technology lessons, assisting during lessons where necessary and clearing up after practical lessons.
Duties	<ul style="list-style-type: none"> To oversee and maintain effective systems for the D & T workshops To oversee project materials in the workshops and necessary photocopying. To identify, plan, co-ordinate and undertake team H&S training requirements within the workshops. To maintain records of team H&S training and attendance. To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to workshops. To manage departmental equipment and materials and ensure appropriate stock levels are maintained within the workshops. To ensure periodic and routine inspection and maintenance of departmental equipment and resources specifically in the workshops To work in collaboration with the Head of Department to ensure risk assessments are carried out. To work in collaboration with teaching staff to disseminate work set for classes due to teacher absence. To ensure efficient preparation and organisation of equipment for lessons. To support teaching staff and pupils during lessons. To liaise with caretaking staff and to record any maintenance problems. To assist in ensuring the safe conduct of pupils in the department. Assisting with after school activities inc. primary link, open evenings etc.
General	<ul style="list-style-type: none"> To undertake any training commensurate with the post. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

	<ul style="list-style-type: none"> • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
--	--

