



## **Job Description**

POST TITLE: Design Technician

SALARY SCALE: Scale 3 Points 4 to 5

HOURS: 22.5 hours per week for 40 weeks (8.00 am to 4.00 pm Wednesday to Friday)

LINE MANAGER: Head of Technology

**MAIN JOB PURPOSE** To effectively assist all teaching staff, with technical support, in providing pupils at Philip Morant School with a relevant and outstanding Design & Technology experience and ensure high levels of achievement.

### **PRINCIPAL RESPONSIBILITIES**

- To assist Technology staff in developing appropriate resources for teaching and learning.
- Under the direction of the Subject Leader ensure that all Health & safety/ Design Technology requirements are met, including the weekly / daily monitoring and checking of machinery, tools and equipment.
- To assist in Classroom support as agreed on the timetable (see key tasks below) including being able to prioritise for those identified students that have immediate support needs.
- To maintain and monitor consumables and equipment in Technologies to ensure all pupils are able to access a wide range materials and processes as part of their Technology provision. This is to be achieved by liaison with teaching staff, and their weekly workload.
- To assist teaching staff in promoting and raising the profile of Technologies within and outside School including displays, visits and events.
- To share in the responsibility of teaching and instructing where appropriate and directed under the guidance of Subject Leader (for planning and assessment), as and when the 'rare' need arises

### **ORGANISATIONAL CITIZENSHIP**

- Ensure personal conduct is professional, compassionate and courteous.
- Maintain own knowledge of Trust and Academy policies, and act in accordance with these
- Engage with the Brook Learning Trust appraisal process, in particular how your own role contributes to the vision for the Trust and your Academy
- Seek opportunities for Continued Professional Development and suggest those that may benefit others in the organisation
- Be an excellent role model for students, commanding respect and being a positive presence in your Academy
- Actively promote the Academy's ethos through your actions and words



**PHILIP MORANT**  
SCHOOL & COLLEGE

**PERSON SPECIFICATION – Technician: Design Technology**

**Key:** The following Key shows at which stage each criterion needs to be evidenced.

(A) = Application Form, (I) = Interview, (T) = Task / Assessment Centre

| Attributes                | Essential   | Desirable   |
|---------------------------|---|---|
| Qualifications/Experience | <ul style="list-style-type: none"><li>English &amp; Maths GCSE or equivalent at G or above (A)</li><li>Level 3 qualification or experience in relevant area (A)</li></ul>   | <ul style="list-style-type: none"><li>Degree level qualification (A)</li><li>Previously worked as a Technology Technician (A)</li><li>Education sector experience (A)</li></ul> |
| Knowledge/Skills          | <ul style="list-style-type: none"><li>Ability to engage with young people (A &amp; I)<ul style="list-style-type: none"><li>Knowledge and interest in design technology</li></ul></li><li>Stock management/maintenance (A)</li></ul> |   |
| Personal qualities        | <ul style="list-style-type: none"><li>Flexibility (I)</li><li>Ability to communicate with various stakeholders (I)</li><li>Calm and methodical (I)</li><li>A team player (I)</li></ul>  |   |
| Other requirements        | <ul style="list-style-type: none"><li>Committed to safeguarding and promoting the welfare of young people</li></ul>   |   |

**Other Duties**

- To comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- 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.
- To carry out any other reasonable task as required by the school.