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| **Trinity Academy Bradford**  **Job Description** | |  |
| **Job Title:** | **Design Technology Technician** |  |
| **Job Scale:** | **Scale 3** |  |

**BASIC JOB PURPOSE**

* To provide practical support to the teaching and learning of all aspects of Design Technology.
* To support in the preparation of materials and resources for a range of creative workshops and lessons across all Key Stages.
* Assisting and supporting students and teachers and promoting the observance of a safe and healthy working environment.
* Where skills allow it, to support the site team with fixing any site issues.

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| **Reporting to:** **Curriculum Leader** |
| **Responsible for:** **n/a** |

**MAIN RESPONSIBILITIES**

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| 1 | To provide support to the teaching team by preparing a range of materials, equipment and tools that will be used in lessons. This includes general art equipment (wood, ceramics etc.) |
| 2 | Clean and undertake basic maintenance routines on equipment and tools used in classrooms/workshops. |
| 3 | To provide support to students during lessons and extra-curricular workshops in the use of equipment and resources (i.e. demonstrating how to use equipment or resources). |
| 4 | To arrange for annual servicing and repairs to equipment, as required. |
| 5 | Take responsibility for the safe storage of students’ work and for stocks of materials within the department. |
| 6 | Undertake stocktaking, replenishment and ordering materials as required by teaching staff. |
| 7 | Prepare displays of students’ work in classrooms and shared areas. |
| 8 | To maintain a standard of Health and Safety in and around the classrooms, storage rooms and shared areas, reporting any concerns as required. |
| 9 | Supporting across the department as required. |
| 10 | Support the site team with any practical hands-on solutions that the skills of the post holder lend themselves to. |
| Other Specific Duties: | |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school. * Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people. * To continue personal professional development as required. * Attend staff and other meetings and participate in staff training and development events as required. * To actively engage in the performance review process. * All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary. * To work in the best interests of the academy, students, parents and staff. * To adhere to the academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety. * Undertake the role of a Form Tutor within the academy’s Vertical Tutoring pastoral College structure and provide relevant and appropriate pastoral support. * To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. | |
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| PERSON SPECIFICATION | | |
| Job Title: Design Technology Technician | | |
| KEY CRITERIA | ESSENTIAL | DESIRABLE |
| Qualifications & experience | * 4 or more GCSEs at grade C or above including Maths and English (or equivalent) * experience of working within Design Technology (paid or unpaid) | * health and safety related qualifications * experience work in a DT environment * experience of working with machinery (drill, sander, saw, laser cutter) * experience of working within   Design Technology |
| Knowledge & understanding | * understanding of safety within the classroom * knowledge of health and safety processes and procedures * knowledge of the tools and equipment used in Design Technology * an understanding of how to support students | * understanding of safeguarding and child protection issues * experience of supporting students in DT up to A-level standard * experience of Textiles and mixed media Art * Ceramic and glazing understanding |
| Skills & abilities | * creative thinker/problem solver * excellent interpersonal skills * positive and enthusiastic in student support * work as an effective team member and apply given instructions * able to apply written and verbal instructions to equipment * practical skills, such as cleaning and maintenance * able to complete logbooks, records, such as health and safety checks * able to organise, plan and complete tasks * high personal standards and able to provide a role model for students and staff * seek support and advice when necessary * willingness to develop own understanding through advice and training * think clearly in emergency situations | * Woodwork skills * Laser cutting skills * Textiles skills such as free machine embroidery * Printmaking skills such as etching and screen printing * Accomplished in a range of Design Technology processes * Ceramic and glazing skills |
| Personal qualities | * enjoyment in working with young people and families * an excellent record of attendance and punctuality * prioritise and manage own time effectively * reliability, integrity and stamina * respect confidentiality * enthusiastic |  |