

Job Description

Post Title	DESIGN & TECHNOLOGY TECHNICIAN AND CURRICULUM SUPPORT
Responsible To	Curriculum Leader
Salary	G4A £19,312 fulltime / full year – amount will be prorata to term time worked
Hours	37 hours per week (40 weeks p.a. 38 term + 2 weeks)

Under the instruction/guidance of senior staff: Provide general support in the DT Department, including preparation and maintenance of resources and support to staff and students.

Principal Responsibilities

Support for Students

- Using specialist skills, training and experience, support students in practical learning activities under the guidance of the teacher
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage in activities.
- Promote independence and employ strategies to recognise and reward achievement of self- reliance
- Provide feedback to students in relation to progress and achievement.
-

Support for the Teacher

- Create and maintain a purposeful, orderly and productive working environment which is also healthy and safe, and to report all health and safety concerns to the appropriate person in accordance with school policy
- The timely and accurate design, preparation and use of specialist equipment, resources and materials as required by staff and the curriculum.
- Maintain records relevant to the specific curriculum area.
- Undertake clerical and administration tasks relevant to the specific curriculum

Support for the Curriculum

- Implement agreed learning activities/teaching programs, adjusting activities according to student responses/needs
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Monitor and manage stock and supplies for the specific curriculum area, cataloguing as required.
- Maintenance of specialist technical equipment, check for quality, and safety, undertaking repairs and modifications and reporting other damage in accordance with the school policy
- Demonstrate and assist others in safe and effective use of specialist equipment and materials
- Maintain a current knowledge of health and safety requirements, including attending courses as required
- Obtain materials by local purchase and under the direction of senior staff

General

- Attend Staff Briefings/ meetings where appropriate.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities and performance management as required
- Other duties as required in support of the school within the scope of this post.

It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible, the Headteacher reserves the right to insist on changes to job descriptions after consultation.

PERSON SPECIFICATION

Post Title: DT TECHNICIAN AND CURRICULUM SUPPORT

	ESSENTIAL	DESIRABLE
Qualification/Training/Competences	<p>Good standard of education.</p> <p>Relevant NVQ 2 or equivalent, or experience in a relevant discipline</p> <p>Good numeracy and literacy skills</p>	<p>Participation in development and training opportunities</p> <p>A recognised qualification at Level 3 in Technology or Design or C&G level qualification in related skill e.g. joinery.</p> <p>First Aid Qualification.</p>
Relevant Experience	<p>Providing general technical/ resource support.</p> <p>Effective use of IT</p> <p>Experience/knowledge in D&T environment and related practical skills, handling tools and machinery or a related discipline.</p>	<p>Experience working in a school-based/education environment</p> <p>Working with young adults.</p>
Knowledge	<p>Use of relevant equipment/ resources</p> <p>Awareness of Health and Safety in a D&T setting</p>	<p>Awareness of practices and procedures within D&T and a wider educational setting relating to the welfare and safety of pupils.</p> <p>The use of CAD CAM</p>
Skills	<p>Ability to relate well to children and adults</p> <p>Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.</p> <p>Able to motivate and encourage children to develop to their full potential</p> <p>Ability to identify own training and development needs and co- operate with means to address these</p> <p>Ability to coordinate and manage work load independently</p> <p>Is able to work effectively within a team</p>	
Special Circumstances	<p>Occasional attendance at meetings outside normal hours</p>	