



## Job Description

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| <b>Job title</b>      | Design & Technology (D&T) Technician  |
| <b>Grade</b>          | 5 (£18,426 - £18,795 FTE)   |
| <b>Responsible to</b> | Curriculum Team Leader (CTL) D&T  |
| <b>Hours</b>          | 20 hours per week over five days, Monday to Friday, 39 weeks per year   |
| <b>Job purpose</b>    | To provide technical assistance to support learning in the D&T department.<br>The nature of the work requires adequate technical knowledge and the utmost care, to ensure a safe working environment. |

### Main duties and responsibilities

1. Provide students with help to undertake practical work during lessons.
2. From timetables and/or teachers' instructions, identify and ensure availability of all materials, equipment and apparatus that are required for demonstration lessons and students' practical lessons across the department, to maximise lesson time contact with students and that students can maximise the use of lesson time.
3. Assist teaching staff in the classroom, by overseeing and/or assisting students doing practical work, to enable students to maximise their use of available lesson time and to obtain assistance with any problems being encountered (eg use of materials and equipment).
4. Prepare materials, required by individual students in lessons for practical projects and assessments, to enable students to undertake work required on time.
5. Support the CTL in record keeping and monitoring health and safety protocol and procedure within the department.
6. Maintenance of microbiological cultures, including aseptic work and the disposal of contaminated materials.
7. Maintain all areas of the D&T classrooms and preparation room, (including cupboards,) to ensure they are safe environments to work in, that accurate records of stock levels can be maintained and that equipment requiring repair can be identified easily.
8. Keep rooms and storeroom tidy to ensure that lessons can proceed without delay, ensuring that GCSE lessons are set up and packed away efficiently and that student's work is stored safely.
9. Advise and demonstrate equipment to staff.
10. Clean equipment and machinery, undertake maintenance and repair and ensure that equipment and machinery is safe and available to use when required.
11. Keep an up to date record of monies spent, maintain records of stock levels and usage and order equipment and materials approved by head of department.
12. Carry out Portable Appliance Testing (PAT). Training can be provided.
13. Support monitoring and/IT within the faculty, including CAD CAM.
14. Undertake any other task commensurate with the grade of the post, as directed by the CTL or principal.

## **Special factors**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) The postholder may be required, at times, to work across other schools / establishments / relevant agencies in the locality.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**All new appointees are employees of Embrace Multi Academy Trust. Our contract of employment contains a mobility clause stating that your normal place of work is at Brockington College, but that the trust may reasonably require you to be based at other academies within the trust.**

**Brockington College will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.**

**This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.**