

Job Title	Technician For Art, Design & Technology Faculty
Date	September 2023
Department	Academic
Reports to	Head of Design & Technology

Purpose of the Role

To support the Art & Technology departments in:

- providing technical advice and assistance in the DT workshop to support students and assist teaching staff with learning activities, including individual and small group pupil support where appropriate, and contributing to the wider school community.
- have particular regard to Health & Safety matters in accordance with school policy and statutory requirements. Ensure other relevant regulations are adhered to including the maintenance and repair of equipment, including tool sharpening, making sure all equipment is maintained in a good working order, with the completion and recording of necessary checks being carried out.

Departmental Information

The Design Technology department has two workshops and 2 classrooms, including an Apple Mac suite and benefits from connected storage facilities and preparation areas. There is a Head of Department and part-time DT/Art teacher.

Main tasks and responsibilities

Undertake and/or supervise the following tasks:

- Provision and preparation of resources and equipment for lessons within the department, including the construction of teaching aids (jigs, moulds, formers, etc).
- Liaise with the curriculum leader for design and technology to undertake the necessary ordering of items of stock, checking deliveries and ensuring suitable storage and record keeping.
- Maintain an inventory of stock and materials.
- Assist with administrative tasks e.g filing, photocopying and laminating across the faculty.
- Support students and teaching staff when doing practical tasks.
- Undertake routine maintenance of workshop equipment, including cleaning, calibration, testing, repair and removal from circulation of damaged or faulty equipment to ensure it is kept in good working order.
- Check and manage the extraction system on a regular basis.

- Arrange for the regular safety inspection of equipment from external contractors.
 - Maintain a record of departmental risk assessments.
 - Support school events such as set design and prop manufacture for school productions.
 - Keep up to date with Health and Safety and COSHH regulations and ensure all staff in the Art & Technology Faculty are kept informed and oversee compliance by team members.
 - Take part in CPD activities as appropriate.
- Other tasks: As requested by the Head of Faculty

Person Specification

Educational Attainment and Qualifications

Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English, Maths (certificate/s to be available at interview) NVQ or equivalent qualification in a relevant discipline

Experience, Knowledge and Skills

Essential	Desirable
Commitment to the school's ethos, aims and its whole community	Working knowledge of the national curriculum
Experience of working in a relevant discipline within a Technology workshop or similar environment	Trained Fire Marshall or willingness to undertake training
Efficient and meticulous in organisation	Experience of working in a school or similar establishment
Ability to build and form good relationships with students and colleagues	Working knowledge of relevant policies, procedures, regulations/legislation e.g. Health & Safety and COSHH
Recognition of the importance of personal responsibility for Health & Safety	Ability to work constructively as part of a team, understanding school roles and responsibilities including own

Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals	
Good numeracy and literacy skills	Ability to operate a range of ICT equipment and other specialist resources
Initiative and ability to prioritise one's own work and make informed decisions	
Able to work flexibly to meet deadlines and respond to unplanned situations	

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.