JOB DESCRIPTION

Job Title	Design Technology Technician
Grade	Grade D SCP 06-11
Primary Purpose of the Job	To enable the smooth running of the curriculum and lessons across the subjects of Design and Technology, Art, Food and Photography
Responsible to	Head of Design Technology
Principle Responsibilities	Supporting the planning and resourcing of lessons, supporting learners during lessons, maintaining equipment and resources, ensuring health and safety protocols are in place and effective

MAIN DUTIES

Preparing For Lessons

- Prepare materials and ingredients for practical lessons in DT, Food, Art and Photography.
- Plan and prepare practical resources as directed by teaching staff and assist with the preparation of the classroom for lessons.
- Coordinate the use of practical resources, provide assistance and advise teaching staff in meeting the practical needs of the curriculum (including liaising with other staff outside the department) to ensure that the varied needs of the learners are met.
- Support the development of long-term projects and schemes of learning to ensure the curriculum offers excellent opportunities for our learners that reflects changes in technology and the 'real world'.
- Contribute to the design, development and maintenance of specialist resources and equipment.
- Maintain equipment and resources within the department and arrange for the servicing and repair as necessary.
- Undertake general tidying and ensure cleanliness of all rooms in the department, including storerooms.
- Ensure adherence to health and safety regulations in relation to machinery and equipment used in the department, reporting any concerns to the Head of Department.
- Oversee the storing and preparation of food ingredients for food lessons e.g. weighing out for lessons, maintaining cleaning supplies in lesson and ensuring cooking utensils and equipment are kept clean and hygienic.
- Keep an inventory of equipment and resources supplied and order stock as necessary.
- Liaise with suppliers to get best value for money, maintain stock levels and ensure that the workshop and other classrooms are appropriately equipped.
- Carry out risk assessments with regards to relevant learning activities.

Supporting Learning

To support learners from years 7 to 11 in lessons across all the Design Technology subject areas through:

- Demonstrating procedures using specialised tools/materials
- Ensuring health and safety protocols are being followed
- Provide individual and group support as directed by teaching staff
- Displaying learners' work
- To accompany learners on school trips and out of school activities as required

Health & Safety

- To attend the termly Health & Safety Committee meetings on behalf of the Design Technology department
- Help to keep learners safe, including maintaining a safe environment, dealing with accidents, supporting safeguarding
- To complete and update departmental Risk Assessments
- To act as the first aider within the department

The post-holder will also be expected:

- ✔ To set a high standard of personal conduct and commitment
- ✔ Be aware of and comply with policies and procedures relating to ICT, child protection, health and safety, security, GDPR, data protection and confidentiality, reporting all concerns to an appropriate person
- ✔ To dress and act at all times as an example to the learners within the school and to create a professional image
- ✔ To comply with all school policies and procedures

The above requirements are intended as a basic outline. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Date Job Description updated :	**November 2022**
Job Description prepared by :	**Gaynor Chesterfield**

PERSON SPECIFICATION

Job Title **DESIGN TECHNOLOGY TECHNICIAN**

GRADE **GRADE D SCP 06-11**

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge	
• Experience in specific aspects of the role, e.g. CAD design, 3D printing, photography, photoshop, food preparation	Application Form/Interview
• Ability to explore issues with machinery/equipment and diagnose faults or seek specialist advice when needed	Application Form/Interview
• Experience of working with a range of hand tools, electric tools and machinery	Application Form/Interview
• Ability to self-evaluate learning needs and actively seek learning opportunities.	Application Form/Interview
• Ability to explain and demonstrate procedures to young people and adults.	Application Form/Interview
• Good interpersonal skills demonstrated by friendly, outgoing manner	Application Form/Interview
• An ability to work on own initiative	Application Form/Interview
• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	Application Form/Interview
• Excellent communications skills and an ability to relate to learners and to staff at all levels.	Application Form/Interview
• The ability to plan ahead, prioritise and schedule workloads	Application Form/Interview
• Excellent organisation and prioritisation skills	Application Form/Interview
• Awareness of safeguarding principles and safe working practise	Application Form/Interview
• Commitment to the protection and safeguarding of young people	Application Form/Interview
• Knowledge and understanding of how to carry out risk assessments with regards to relevant learning activities.	Application Form/Interview
• Up to date knowledge of Health & Safety procedures and COSHH requirements	Application Form/Interview
Competencies Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

2. Personal qualities and beliefs	
● Values diversity	Application Form/Interview
● Alignment with Ladybridge beliefs and mission	Application Form/Interview
● Optimistic outlook – a belief that the work we do makes a difference to others	Application Form/Interview
● Honest, reliable, open minded, modest and full of integrity	Application Form/Interview
● Models Ladybridge WISDOM qualities of Respect, Commitment, Curiosity, Kindness, Teamwork and Resilience	Application Form/Interview
● Excellent time management skills	Application Form/Interview
● Able to listen and respond in an emotional intelligent manner	Application Form/Interview
● Good attendance and punctuality	Application Form/Interview
3. Experience/Qualifications/Training etc.	
● Willingness to participate in training and development opportunities	Application Form/Interview
● Awareness of health and safety protocols including COSHH, CLEAPPS and LEV servicing	Application Form/Interview
● Experience of cloud-based technologies such as Google Workspace and Microsoft 365	Application Form/Interview
● Experience of working with design technology, art and photography equipment and food preparation	Application Form/Interview
● Have, or be willing to obtain DATA health & safety machine training	Application Form/Interview
● Current First Aid certificate or a willingness to undertake training	Application Form/Interview
● Basic Food Hygiene certificate or a willingness to undertake training	Application Form/Interview
3. Work Related Circumstances	
● High expectations of all learners; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application Form/Interview
● Ability to build and maintain successful relationships with learners and to treat them consistently with respect and consideration with concern for their development	Application Form/Interview
● Demonstrate and promote the positive values, attitudes and behaviour expected from the learners	Application Form/Interview
● Ability to work collaboratively with colleagues and carry out role effectively knowing when to seek help and advice	Application Form/Interview
● Able to improve their own practice through observations, evaluations and discussion with colleagues	Application Form/Interview

STAGE TWO

Only used in the event of a large number of applicants meeting essential requirements

ADDITIONAL REQUIREMENTS	METHOD OF ASSESSMENT
● Experience in a similar role in an educational establishment.	Application Form/Interview

Note to Applicants: Please try to show in your application form, how best you meet these requirements.

Date person specification updated: **November 2022**
Person specification updated by: **Gaynor Chesterfield**

Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others
Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies
Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity
Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care
The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety
Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality
Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty
Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours
The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding
This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.