

HAYDON SCHOOL  
**JOB DESCRIPTION – DESIGN & TECHNOLOGY TECHNICIAN**

<b>Post Title</b>		<b>Design &amp; Technology Technician</b>
		Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>Purpose</b>		To work closely with, and under the guidance of the Faculty and Subject Leaders to foster high levels of success for all students taking part in Design and Technology courses. To ensure all resources, equipment and materials are prepared and ready for lessons. To support staff and departments in all aspects of the day-to-day running of the Faculty.
<b>Reporting to:</b>		Faculty Leader
<b>Responsible for:</b>		Supporting the development of students in Years 7-13 on Design & Technology courses.
<b>Liaising with:</b>		Faculty Leader, Subject Leaders, Parents and Students. Employers, external agencies, Year Leaders, other Deputy Year Leaders, support staff
<b>Working time:</b>		Part-time
<b>Salary/Grade:</b>		Scale 5, Point 12
<b>Disclosure level</b>		Enhanced
<b>MAIN (CORE) DUTIES</b>		
<b>Operational/Strategic Planning</b>		<ul style="list-style-type: none"> <li>To support positive behaviour, discipline and inclusion for effective teaching and learning on Design and Technology courses Ensure safe, logical storage of tools, equipment, materials and resources</li> <li>Provide assistance or move equipment, resources, materials to/from store cupboards</li> <li>To take stock of materials, resources, tools and order new resources, materials and tools as required.</li> <li>To audit tools &amp; equipment</li> <li>Organising resources for cover work when teaching staff are absent</li> <li>To make demonstrations and exemplar projects</li> <li>To check the accuracy of deliveries and store them logically and safely</li> <li>To work in and around the classroom in support of teaching and learning. Supporting pupils and teachers in lessons where necessary.</li> <li>To work with and support pupils in lessons as identified by the Faculty Leader</li> <li>To work with the Faculty Leader and Subject Leaders to put together a timetable of support for lessons and students</li> <li>To alert HoF/HoD/HoS to maintenance concerns and liaise with the premises manager and HoF/HoD to ensure a quick resolution.</li> <li>To conduct risk assessments of Rooms Machines, Processes and Equipment.</li> </ul>

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		<ul style="list-style-type: none"> <li>To conduct routine maintenance and safety checks on machines certified to do so</li> <li>To complete maintenance and Health and Safety checks and reports</li> <li>To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety COSHH etc.</li> <li>To assist staff in administrative task when required</li> <li>Setting up rooms for lessons and moderation visits</li> <li>Taking photographs of pupil's work and uploading it on the network</li> <li>Monitor and top up First Aid Box.</li> <li>To assist with basic room maintenance and cleaning</li> <li>To make resources to improve organisation</li> <li>Check the accuracy of deliveries</li> <li>To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li> </ul>
<b>Curriculum Provision:</b>		<ul style="list-style-type: none"> <li>To liaise with the Head of Department/ Faculty to ensure the efficient delivery of an appropriate, comprehensive, high quality and cost-effective curriculum that complements the school's strategic objectives.</li> <li>Work effectively with teaching staff responsible for devising, reviewing and maintaining effective teaching and learning strategies.</li> </ul>
<b><u>Staffing</u></b> <b>Staff Development</b>		<ul style="list-style-type: none"> <li>To promote teamwork and to liaise with staff to ensure effective working relations.</li> </ul>
<b>Communications:</b>		<ul style="list-style-type: none"> <li>Foster and maintain positive working relationships with parents/guardians</li> <li>To produce displays as necessary</li> </ul>
<b>Quality Assurance:</b>		<ul style="list-style-type: none"> <li>To implement School quality procedures and to ensure adherence to those within the department.</li> </ul>
<b>Management Information:</b>		<ul style="list-style-type: none"> <li>To ensure the maintenance of accurate and up-to-date information.</li> </ul>
<b>Additional Duties:</b>	To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example	

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**Other Specific Duties:**

To continue personal development as agreed in annual performance management interviews

To engage actively in the performance review process.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Key Performance Indicators:**

- Resources, materials, tools are prepared and organised for lessons
- Resources, tools and equipment are correctly maintained and are ready and safe for use in lessons
- Resources, tools and equipment are organised efficiently and logically and teaching staff are aware of where they are stored

**DATE: SEPTEMBER 2023**