| **Job Title:**  Design & Technology Technician | **Department: Education** |
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| **Division/Section:**  Little Ilford School | **Job Number: N/A** |
| **Grade:Scale 4**  **Hours:** 36 hours Term time + Inset days | **Date last updated: October 2024** |

| **EQUALITY AND DIVERSITY**  We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. |
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**Overall purpose of Job**

Provide specialist support for Food & Nutrition and the use and development of CAD/CAM systems. Preparation and maintenance of resources, to staff and students within the Design and Technology Department.

**Person reports to**: Curriculum Team Leader (CTL)

**Persons supervised:** None

**Key Tasks and Accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties, which may be required from time to time.

The role forms a central part of the work of the department and he/she will work closely with  teaching staff to support, develop and further extend the work of the department and the  experiences of the students.

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**Duties and responsibilities:**

1. To be responsible for the use and maintenance of CAD/CAM system with the DT department.
2. To undertake the procurement process for hardware, including gathering quotes and ensuring best value, and making recommendations to my line manager.
3. Contribute to planning, development and organisation of Food & Nutrition and CAD/CAM systems and procedures and policies.
4. To research new and emerging technologies and advise staff upon their use.
5. To provide training and guidance for students to produce high quality 3D outcomes of their design and make tasks.

**Staff training and students’ lessons:**

1. Share expertise (including leading training where appropriate) with staff using CAD/CAM systems including both hardware and software.
2. To teach students during lessons on the use of specialist D&T equipment including CAD/CAM hardware and software.
3. To keep records of lessons and students’ progress on making tasks.

**Management of Resources**

1. Responsible for monitoring levels of materials.
2. Responsible for raising orders for new stock as required and controlling the issue of the stock received. This includes weekly shopping.
3. Responsible for maintaining the department’s stock and inventory.
4. To liaise with the ICT technicians to ensure that the computers in the department are fully operational and up to date.
5. To liaise with the reprographics department on the production of printed materials.
6. Responsible for designing posters of each Design and Technology Classroom and Food Room.

**Care and Maintenance**

1. To ensure all workshops/ classroom/CAD/CAM teaching areas are safe, tidy and fit for use including Food technology.
2. Responsible for maintaining tools and equipment in good working order.
3. To ensure machinery is maintained and kept in good working order.
4. To advise the CTL concerning maintenance issues.
5. To prepare, implement and record maintenance schedules.
6. To assist the CTL in the production of Risk and COSSH assessments.
7. To assist with an annual safety and function audit of all equipment.
8. Responsible for the security of equipment and students work in the technology rooms and report any Health and Safety issues to the CTL.
9. To ensure that the technician base room is maintained as an effective resource and storage area for the department.
10. Responsible for gaining access to materials and equipment that teaching staff need to teach students.
11. Responsible for the safe storage and security of hazardous materials used within the department.
12. Responsible for making and maintaining DT displays.

**Classroom Responsibilities**

1. To prepare material packs for projects.
2. To prepare materials for lessons and demonstrations in conjunction with teaching staff. Work with technology teaching staff in providing additional expertise and skills as required.
3. To manage the task request system for both DT and Foods. For example, Laser cutting, 3D Printing, Sticker cutter etc.
4. To design and make teaching aids for both DT and Foods.
5. To prepare, deliver and support classroom demonstrations.
6. To instruct students in practical tasks within workshop projects.
7. To support staff and pupils in practical lessons, Resistant Materials, Graphics, Food and Textiles.
8. To offer technical advice to staff and pupils in both DT and Foods.
9. To support cover teachers and ensure required resources are available.
10. To set up school open evenings and special school events.
11. Where required, to liaise with teachers to supervise and lead small groups of students during lessons, after school and during the school holidays.

**Administrative Support**

1. To provide administrative support to the CTL in both DT and Foods.
2. Liaise with the line manager to design and implement department carousel in accordance with the teaching timetable.
3. Liaise with DT and Food Tech to design and prepare the layout of the KS3 and KS4 paper exams.
4. Supporting CTL in designing the Design and Technology Bulletin.
5. To support with the layout of each Design and Technology class Room.
6. To manage bookings for IT suite.

**Whole School Support**

1. Ordering materials and providing laser cutting for other departments for specific projects.
2. Display design and printing for other departments for specific projects.

**Other specific duties**

● To continue professional development

● When not supervising students, provide support in other departments and in other areas of the school, which might include exam invigilation and supervision of different school activities, such as homework and reading clubs.

● To undertake any other duties which lie within the postholder’s competence according to the needs of the school and contribute to the learning environment within the school

**Safeguarding**

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
* Promote the safeguarding of all pupils in the school

**Person Specification**

| **Criteria** | **Essential** | **Desirable** | **METHOD OF ASSESSMENT**  *Application Form/Interview/Test* |
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| **Knowledge** | | | |
| Understanding health, safety and welfare regulations  and best practice | E |  | A, I and T |
| Basic knowledge of departments equipment tools and materials and their safe use, storage and maintenance. | E |  | A, I and T |
| Ability and enthusiasm to work jointly with colleagues | E |  | A, I and T |
| Awareness of Health and Safety regulations | E |  | A, I and T |
| **Experience** | | | |
| Experience of working with CAD/CAM | E |  | A, I and T |
| Experience of working within an educational establishment |  | D | A, I and T |
| Good ICT skills including Microsoft Office software (word, excel, powerpoint) |  | D | A, I and T |
| **Qualifications** | | | |
| GCSE 5 A\* ‐ C or equivalent, including science  Knowledge of COSHH and CLEAPS guidelines  Willingness to work flexibly when required | E  E | D | A and I |
| **Skills** | | | |
| Ability to prioritise effectively | E |  | A and I |
| Willingness to take responsibility | E |  | A and I |
| Ability to work independently | E |  | A and I |
| Good organisation and personal management skills | E |  | A and I |
| Ability to work under pressure and meet deadlines | E |  | A, I and T |
| **Personal attributes** | | | |
| Excellent time management and organisational skills | E |  | A and I |
| Willingness to accept that the role will require some work outside ‘normal hours’ | E |  | A and I |
| Excellent attendance and punctuality | E |  | A |
| **Commitment to and Understanding of** | | | |
| Commitment to maintaining confidentiality at all times | E |  | A and I |
| Commitment to safeguarding and equality | E |  | A and I |
| Commitment to school and LA Equal Opportunities Policy & Practice | E |  | A |