

This role description should be read in the context of the D&T Team and the role it describes would, under normal circumstances, be in the context of the D&T area, and the work of the D&T team, of the school.

It is important, however, to recognise that any role description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively effect their own, their team's, or the school's development and improvement.

Equally the Headteacher may make additional, reasonable, requests of colleagues in pursuit of the effective operation of the school.



Part of the 'Excel Learning Trust'

Clifford Moor Road
Boston Spa
West Yorkshire
LS23 6RW

JOB DESCRIPTION

Job Title:	Design Technology Technician
School:	Boston Spa School
Pay Range:	B3 - Full-time
Responsible to:	Learning Leader of Technology

Role:

CURRICULUM/RESOURCE SUPPORT **GENERAL RESPONSIBILITIES**

- to work under the direction/instruction of senior staff/line manager
- provide specialist support to staff and students requiring specialist equipment/resources
- to prepare specialist resources/equipment
- carry out routine maintenance of specialist resources/equipment

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals
- Attend and participate in regular/relevant meetings as required

- Participate in training, other learning activities and performance management activities as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and students on visits, trips and out of school activities as required
- Establish constructive relationships and communicate with other professionals, in liaison with the teacher, to support achievement and progress of students

SUPPORT FOR STUDENTS

- Support students in accessing learning activities under the guidance of the teacher
- Provide feedback to students in relation to progress and achievement

SUPPORT FOR TEACHERS

- Assist the teacher with learning activities ensuring the health and safety of students
- Support the school's arrangements for the good behaviour of students
- Provide clerical/admin. support e.g. photocopying, printing, display, collection and recording of money etc. as appropriate to the general responsibilities

plus

- Create and maintain a purposeful, clean, orderly and productive working environment in collaboration with the Site Support Team
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Undertake basic record keeping as directed and maintain records as requested
- Administer routine tests
- Assist with routine assessment of students' work other than where teacher professional judgement is necessary

SUPPORT FOR THE CURRICULUM

- Monitor and manage stock and supplies, cataloguing as required
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Undertake repairs within range of expertise and report other damages
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Undertake structured and agreed learning activities in support of professional and curriculum development

Experience

General technical/resource support

Qualifications/Training

- NVQ 2 or equivalent qualification or experience in relevant discipline
- Good numeracy/literacy skills

Knowledge/Skills

- Appropriate knowledge of first aid
- Use relevant technology such as computer, video, photocopier
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

- Effective use of ICT
- Use of relevant, specialist, equipment/resources
- Knowledge of particular subject/technical area
- Knowledge of relevant polices/codes of practice and awareness of relevant legislation
- Ability to identify own training and development needs and co-operate with means to address these

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Criminal Records Bureau background check. Term-time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

Signed (employee)

Signed (line manager)