



## St Mary's Catholic High School, Leyland

<b>JOB DESCRIPTION</b>																					
<b>Post Title:</b>	Design Technology Technician																				
<b>Grade:</b>	Grade 4																				
<b>Car User:</b>	N/A																				
<b>Responsible to:</b>	Curriculum Leader/Business Manager/Headteacher																				
<b>Staff Responsible for:</b>	N/A																				
<b>Hours:</b>	28.35 hours per week term time only (6hrs 20 mins per day with a 40 minute unpaid break)																				
<b>Hours of Duties:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Monday</td> <td style="width: 15%;">8.50am</td> <td style="width: 15%;">to</td> <td style="width: 15%;">3.10pm</td> </tr> <tr> <td>Tuesday</td> <td>8.50am</td> <td>to</td> <td>3.10pm</td> </tr> <tr> <td>Wednesday</td> <td>8.50am</td> <td>to</td> <td>3.10pm</td> </tr> <tr> <td>Thursday</td> <td>8.50am</td> <td>to</td> <td>3.10pm</td> </tr> <tr> <td>Friday</td> <td>8.50am</td> <td>to</td> <td>3.10pm</td> </tr> </table> <p style="margin-top: 10px;">*Please note than on occasion there may be times when hours may change to 9:50am to 4:10pm to accommodate KS3 enrichment activities or KS4 NEA intervention (only where practical activities are taking place)</p>	Monday	8.50am	to	3.10pm	Tuesday	8.50am	to	3.10pm	Wednesday	8.50am	to	3.10pm	Thursday	8.50am	to	3.10pm	Friday	8.50am	to	3.10pm
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<b>School Mission Statement:</b>																					
<p>In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St. Mary's Catholic High School, Leyland places the highest value on the very positive and supportive relationships, which exist between teachers and between teachers and pupils. Achievement Leaders are expected to set a positive example to others in this respect. You will be expected to attend functions and events such as open evening, fundraisers etc.</p>																					
<b>Job Purpose:</b>																					
<p>Under the teachers' clear guidance, in respect of the curriculum you will be expected to prepare and set up specific resources and equipment for either full teaching groups or small groups. You may be asked to support the education of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities.</p>																					
<b>Main duties</b>																					
<ul style="list-style-type: none"> <li>• To prepare and set up equipment and materials ready for use in lessons, in accordance with health and safety regulations.</li> <li>• To ensure that all equipment and materials are stored safely, and to dispose of used chemicals in a safe manner, as well as ensuring that health and safety standards are maintained in the preparation areas. This may occur out of lesson time to minimise disruption to pupil learning.</li> <li>• To undertake basic maintenance, repair and cleaning of equipment and to assist in organising it's servicing as required.</li> <li>• To undertake end of day checks and cleaning of equipment to identify any maintenance needs.</li> <li>• To monitor levels of stock (including stationery and books), reorder as appropriate and check deliveries.</li> <li>• To liaise with teaching staff regarding planned projects and source/order suitable and cost effective materials.</li> </ul>																					

- To, alongside teaching staff, plan budget spending.
- To keep up-to-date with health and safety regulations, essential training requirements, COSHH, CLEAPPs and other relevant legislation for design technology. Ensure all practical activity is risk assessed in accordance with school's regulations and good practice.
- To clean and make safe spills, breakages and related incidents that requires careful handling.
- To support the preparation of and clearing of activities within Open evening. (Hours accrued outside the normal working day will be given as time in lieu at a time agreed with the line manager)
- To be available on occasion to provide technical support to teachers and pupils during practical lessons across all technology specialisms as required.
- To run trials of practicals to assist teachers with planning or improving existing practical sessions.
- To help and support with the administration of the department. In particular, with exams, revision guides, textbooks and photocopying.
- To set up practical materials and activities for staff prior to lessons, returning them after use.
- To manage and transfer digital files such as moving of photographic evidence of pupil work onto the network
- To refine and print CAD/CAM files such as laser/3D printing
- To undertake relevant training relating to the use of relevant hardware and software
- Where technology teaching timetables permit, extend technical support to other practical subjects for up to 4 hours e.g. Art
- To undertake any other reasonable duties within the over function, commensurate with the grading and level of responsibility of the job.

#### **Accountability/Responsibilities**

Key duties:

1. Prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teacher or other technician
2. Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse
3. Clean and undertake routine maintenance of equipment as needed to ensure it is clean and in good working order
4. Update records, including production of reports and analysis of information

#### **Individuals in this role may also:**

1. Ensure the adherence to health and safety regulations by technical support staff within the school
2. Provide clerical and administrative support to the classroom teacher as directed
3. Order resources as instructed
4. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.

#### **Additional Supporting Information – Specific to this post**

Post holders will have some specialist knowledge or experience relevant to this post.

#### **Staffing / Staff Development / Recruitment/ Deployment of Staff:**

- To take part in the school's staff development programme by participating in arrangements for further training and continuing professional development.
- To undertake essential training such as KSCIE as directed
- To engage actively in the Performance Management Review process.

To work as a member of a designated team and to contribute positively to effective working relations within the school.

#### **Quality Assurance:**

- To help to implement school quality procedures and to adhere to those.
- To play an active role in the school's quality assurance process which may include supporting in lesson observations
- To contribute to the process of monitoring and evaluation of the curriculum department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To take part, as may be required, in the review, development and management of activities relating to the organisation of the school.

#### **Management Information:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information when requested.

#### **Communications:**

- To communicate effectively with the other colleagues, parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

#### **Marketing and Liaison:**

- To take part in marketing and liaison activities such as Open Evenings; Parents Evenings, Review Days and liaison events with partner schools.
- To contribute to the development of effective links with external agencies.

#### **Management of Resources:**

- To co-operate with other staff to ensure the sharing and effective usage of resources to the benefit of the school, department and the students.

#### **Equal opportunities:**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and Safety:**

All employees have a responsibility for their own health and safety and that of other when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment:**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults

**Customer Focus:**

We put our customers' need and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times. All staff are expected to participate in school events out of normal working hours.

**Skills Pledge:**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and/or numeracy if they do not have one already.