**The Durham Federation**

**JOB DESCRIPTION**

**D&T Technician - Grade 3, Term time only**

Core purpose:

# Under the guidance of teaching/senior staff: Provide specialist support, including preparation and maintenance of resources.

General duties and responsibilities:

##### Use specialist skills/training/experience to support students.

* Preparation of stock solutions and maintaining equipment in classrooms

##### Provide feedback to students in relation to progress and achievement.

##### To support students in ensuring they work towards their targets.

##### Create and maintain a purposeful, orderly and productive working environment

* Ensure timely and accurate preparation and use of specialist equipment/resources/materials
* Assist in the development of lesson/work plans, administration of coursework, work sheets etc.
* Contribute to planning, development and organisation of systems/procedures/policies

##### Promote and ensure the health and safety and good behaviour of students at all times

* Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
* Preparing practical equipment prior to lessons and delivering it to the classrooms

##### Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others

##### Demonstrate and assist in the safe and effective use of specialist equipment/materials

##### Provide specialist advice and guidance as required

* Implement agreed work
* Work between two college sites

Other professional requirements

* Be aware of and comply with policies and procedures relating to child protection, first aid, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the Federation
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings, as required.
* Participate in support staff CPL sessions, other learning activities and performance development, as required.
* Health and Safety – you will be responsible for ensuring the appropriate Health and Safety procedures are followed within your area. You will have a full understanding of Health and Safety regulations and will ensure your area is in keeping with school and national requirements.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and 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.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_