

Washington Academy

Job Description

Job Title:	Technician (Design and Technology/Art)
Hours:	37 hours per week – all year round contract
Responsible to:	Head of Department, Senior Technician
Responsible for:	The organisation of rooms, resources, materials and equipment predominantly for Design and Technology and Art Departments, also supporting the technical requirements of the wider school.

Purpose of Job:

- To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

Principle Responsibilities

- Under the (overall) management of the Head of Design and Technology & Art, coordinating the use of practical resources and facilities and providing assistance and advice in the practical needs of the Design and Technology /Art curriculum.
- Ensuring and promoting the maintenance of a healthy and safe working environment through:
 - Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources.
 - To support in the practical requirements of day to day lessons
 - Keeping up to date with current procedures and practices through continuing professional development.
 - The provision of technical advice and support on health and safety issues to teaching and technical staff in line with school procedures.
 - The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
 - The healthy and safe storage and accessibility of equipment and materials

- Contributing to the design, development and maintenance of specialist resources and/or long term projects and offering professional guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum.
- Ensuring the availability of suitable materials and equipment including purchasing and collecting as required; helping to compile orders and keeping up to date records of stock.
- Engaging in and ensuring that both routine and non-routine checking (including deep cleaning as required), cleaning, maintenance, calibration (as required), testing and repairing of equipment is carried out to the required standard.

Main Duties

- Preparing resources for departments, predominantly – Food, Design & Technology and Art.
- Responsible for maintenance and organisation of woodwork room
- Management of resources including: Organising, cleaning, storing and checking the condition of materials and equipment and repairing/replacing as required.
- Use of small hand tools and equipment.
- Ensuring all departments are prepared for practical lessons.
- Giving technical advice and practical support to teachers, technicians and pupils, where in and beyond the classroom environment.
- Carrying out specific and dynamic risk assessments for technician activities.
- Assisting in practical classes and carrying out demonstrations.
- Keeping up to date with health and safety requirements and with developments in practical subjects (including attending courses and reading publications).
- Giving health and safety advice to staff and pupils.
- Disposing of waste materials safely in line with school procedures.
- Carrying out relevant safety checks as required within the job role.
- Training and arranging the training of technical staff as required.
- General and deep cleaning of surfaces and equipment.
- Acting as a First Aider within the school team as required.
- Assisting with enrichment/community events as required.

- **General requirements**

- Attending and participating in training and development courses as required, including all in school training days
- Attending meetings, liaising and communicating with colleagues in the school.

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| <ul style="list-style-type: none">• Being an effective role model for the standards of behaviour and dress expected of pupils.• Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority. |
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Professional Values and Practice

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the academy.

The post holder must carry out their duties with full regard to all academy policies.

The post holder must comply with the academy's Health and safety rules and regulations and with Health and Safety legislation.