



JOB DESCRIPTION

- Job Title:* Design Technology Technician
- Responsible to:* Head of Design Technology
- Works for:* Head of Design Technology, and Principal
- Direct involvement with:* Head of Design Technology, Science Technicians and pupils
- Hours:* The role is to be offered on a part-time basis with hours equivalent to 3 days (most likely spread over 4 days.) Working 37 weeks of the year (34 weeks of term time plus 15 additional days to cover INSET, school events, open days etc and preparation days)
- Salary:* Reflective of experience
- Job Purpose:* Responsible, under the instruction of the Head of Design Technology, to provide a technical service to the DT department. To assist with the delivery and preparation of Design Technology practicals from Year 7 to A-level.
- To undertake duties in support of the work of the teaching staff in the department and in close liaison with the other Technicians in Duchy College.
- Main Duties:*
- The preparation of materials and equipment for Design Technology lessons;
 - Maintaining the Design Technology work and preparation rooms and their equipment; ensuring everything is serviced regularly and compliant.
- Responsibilities:*
- Prepare, modify and develop equipment and apparatus for teaching and extra curricular purposes throughout all key stages including cutting timber, metal and plastics as well as organising electronic components and circuit boards.
 - Support any extracurricular clubs or sessions as required by Head of DT.
 - Support practical workshop sessions with supervision, practical instruction and demonstrations.
 - To work alongside students in preparing materials for examination coursework under the direction of Teaching staff.
 - Maintain displays in the department under the instruction of the Head of DT.
 - Setting up equipment for lessons as required and to clear up resources required for lessons and to clean equipment, tables etc. as required.
 - Maintenance and adjustment of all power machines (band saws, lathes, miller, planer, circular saw, grinders, sanders, router etc. and recording of checks.)



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- Maintenance and setting up of all CAD/CAM equipment including laser cutter and 3D printers.
- Ensure all checks to be recorded appropriately and maintained for health and safety records.
- Maintenance and sharpening of all hand tools including chisels, tenon saws, coping saws, files etc.
- Maintenance of electrical equipment including soldering irons, circuit boards and components.
- Assisting the Head of DT with electronic stock keeping and ordering of all departmental materials and equipment and maintaining a record of departmental spending.
- Complete annual inventory of equipment and log as required.
- To ensure the efficient preparation and organisation of lesson materials as required including producing teaching aids, jigs and updating displays and visual material around the department.
- To carry out administrative and other practical functions related to the smooth running of the department.
- Support catch-up sessions and clubs during lunch or after school.
- With the Teacher's guidance, help students with practical activities.
- Carry out demonstrations in conjunction with the teacher.
- Administering minor first aid as required to both staff and students.

Health and Safety:

- Assisting the Head of Department with the maintenance of H&S records including work equipment checks, Risk Assessment, COSHH, LEV and site audits.
- Attend Health and Safety Committee and liaise with Estates Compliance manager on all aspects of H&S for the department
- To ensure the application of Health and Safety procedures and to raise awareness of Health and Safety issues in relation to the workshops.

Training and Development:

- To undertake any training commensurate with the post.
- To review and enhance personal development within the role and the Design Technology Department as appropriate.

Other:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.



- To contribute to the department by keeping up to date with new technologies and bringing new ideas forward to line manager as appropriate.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Policies.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

General:

Education is an ever-changing service and all staff are expected to participate constructively in the school's activities and to adopt a flexible approach to their work.

This job description will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. The precise duties would be determined by the Head of DT and Deputy Head Academic.

*Person
Specification*

Essential:

Experience

- Previous DT Technician or practical experience in a related industry;
- Suitability to work with children.

Skills and Knowledge

- Good knowledge of health and safety matters in a workshop setting, following relevant guidelines;
- Have good practical skills;
- Experience in use, handling, storage and basic maintenance of equipment
- Able to demonstrate excellent practical problem solving and construction skills
- Computer literate with experience in Microsoft Office Applications such as Word and Excel;
- Ability to communicate effectively with staff and students.

Qualifications

- GCSE's or equivalent eg NVQ, Apprenticeship

Personal attributes

- Be well organised;



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- Ability to work in a team with a “can do” attitude;
- Ability to work independently and under pressure, organising and prioritising own workload;
- To show initiative in solving problems;
- Ability to be flexible/adaptable and able to respond to the needs of the Teacher and departmental requirements;
- Be comfortable working with young people.

Desirable:

- A level or relevant other qualifications e.g. related degree.
- Experience of working in a school environment
- Experience of GCSE and A level curriculum
- First Aid certification.
- Recognised Health and Safety at Work certificate.
- Experience of working in a school DT department.

Duchy College (Formerly Harrogate Ladies' College) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The School is an educational charity and equal opportunities employer.