

Role Profile			
Role	Design & Technology Technician	School	United School International
Direct Reports		Reporting To	Head of D&T Department
Role Purpose			
<p>To assist and support all teaching staff in providing pupils at USI with effective experience in Design and Technology and ensure high levels of achievement. Technicians play a crucial role by independently organising and managing their duties outlined in the job description below.</p> <p>This Role Profile sets out the core priorities and scope of the role, although is not intended to detail all specific duties. The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.</p>			
Key Accountabilities			
<p>1. Key Responsibilities</p> <ul style="list-style-type: none"> Understands the professional duties of teachers and the relevant teaching frameworks to actively promote and Assist DT staff on a daily basis regarding their key tasks to aid teaching and learning. Develop appropriate resources in DT to enable effective teaching and learning. Provide practical support to maintain organised learning environments. Ensure that all health & safety requirements are met through maintenance and general observations. To assist in administrative duties in accordance with regular teacher liaison Maintain, repair and monitor consumables and equipment in DT. Access a wide range materials and processes as part of their DT provision. Assist teaching staff in promoting and raising the profile of DT within and outside school. To support the development and delivery of Computer Aided Design & Manufacture Recognise areas for development and be proactive in self-training. <p>2. Other Duties</p> <ul style="list-style-type: none"> To prepare materials & equipment for practical lessons Check task list daily and work efficiently to meet staff request deadlines. To maintain/observe machinery and equipment in accordance with Health & Safety requirements. To use all manufacturing equipment and machinery safely To supervise pupils when using equipment and machinery Ensure hand tools are kept in optimum condition and prepare equipment for lessons. Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Subject Leader Assist Subject Leader in the production of Risk and COSSH assessments. To maintain and carry out weekly maintenance of all CAD CAM equipment. To carry out a range of administration duties including: inputting data, production of registers and class groups and preparing teaching materials To maintain and monitor stock control and inventory across DT. To assist the Subject Leader in the ordering of materials and equipment To carry out weekly material and equipment checks across all DT rooms. Responsible for materials and resources organisation; storerooms and cupboards Weekly collection of sign out equipment that has not been returned to the department. To assist DT staff in preparing and setting up displays for outside rooms, exhibitions, competitions and other School events To assist staff in the production and updating of DT displays within the School. To be proficient in the use of the range of CAM equipment and provide technical support during lesson time. 			

- To provide technical support and teaching assistance to staff during lesson time as required
- Source suppliers, distributors and maintenance teams to ensure department needs are met and up to date.
- Ensure first aid boxes are regularly checked for expiry and stock and organised for easy access.
- Report any incidents or faulty machinery and equipment to Subject Leader and Site Staff manager.
- Tidy the sink areas and tool cupboards.
- Empty and clean the dust extraction filters as required by the manufacturer.
- Carry out any additional duties as required by the Subject Leader
- To attend all major School events as required by the school principal/Subject Leader
- To take an active part, with all members of staff, in encouraging good relations with members of the local and wider community and in ensuring the school is always promoted positively.
- To undertake such other tasks relevant to the work of the Design Technology Department or the needs of the school as they may arise.
- Work as part of a team within the DT Department assisting each other as and when required.
- To seek the Principal's and Subject Leader's authorisation for any absence from School and to give notice as early as possible in the case of unavoidable absence through illness.
- To attend all relevant staff meetings required by Principal/Subject Leader
- To comply with School policy when accompanying a trip
- To inform the Subject Leader on matters concerning the welfare of individuals

The post holder is also expected to carry out any other duties as reasonably requested or required by the Principal to ensure the effective running of the school.

Subject Specific Accountabilities / Specialisms & Specific Local Duties

- Appropriate expertise/knowledge so as to ensure the standards at the School are maintained at the highest level
- Hold genuine enthusiasm for D&T to inspire students to be actively interested in the subject and recognise its value.

Person Specification

Skills, Knowledge, and Experience

- Bachelor's degree
- Logical and lateral problem-solving capabilities.
- Ability to complete tasks and meet specific deadlines.
- Flexible approach to the type of work undertaken and the hours worked due to the operational demands of the school.
- Proactive approach – not all tasks can be explained in explicit detail prior to deadlines.
- Good judgment, be able to show initiative/common sense with the ability to be self-critical.
- To be able to meet Health and Safety requirements and guidelines.
- Ability to work unsupervised and on own initiative, quickly and calmly under pressure.
- Experienced in promoting and delivering excellence and achieving outstanding outcomes in teaching and learning.
- Ability to work as part of a team and on own initiative with high levels of resilience and flexibility

Competencies

- **Strong Communicator and tutor:** Excellent communication and interpersonal skills, both verbal and written, which aid promote engagement and actively promote the school
- **Analytical, creative and flexible:** A problem solver with strong decision-making skills and critical thinking, but with the ability to adapt and change where required
- **Accountable:** Takes ownership and responsibility for decisions and sets standards to act as a role model
- **Team Worker:** Ability to work as a team member as required
- **Resilient:** Demonstrates resilience to respond to challenge