

HESTON COMMUNITY SCHOOL

JOB DESCRIPTION: DESIGN TECHNOLOGY AND ART TECHNICIAN

Post Title	Design Technology and Art Technician
Overall responsibility:	Provide technical and curriculum support services to the Design and Art Curriculum Team
Reporting to:	Curriculum Leader Design and Art [DART]
Liaising with:	All staff
Disclosure Level:	Enhanced
Salary/Grade:	SC5 [pt.11-15]

PURPOSE OF POST:

To work with teachers as part of a professional team to support learning by providing technical assistance through the preparation and maintenance of teaching areas and equipment for pupils.

DUTIES AND RESPONSIBILITIES:

1. Checking and maintenance of workshop machinery, tools components and accessories including determining maintenance schedules and keeping appropriate records. Arranging for maintenance where necessary
2. Checking and maintaining CAD/CAM/textiles/graphics/art supplies and workshop equipment
3. Ensuring general maintenance of all workshop facilities including general workshop tidiness
4. Preparing/purchasing a range of materials for teaching purposes, including textiles, art supplies, graphics, wood, metal and plastic
5. Preparing, setting up and checking machinery, equipment and apparatus for teaching purposes.
6. Issuing equipment, tools, components and materials to teaching staff and pupils and maintaining appropriate records. Ensuring that equipment, tools, components and materials are put away safely at the end of each day
7. Providing technical advice and assistance to teaching staff and pupils and supporting students in their practical work
8. Restocking of replenishable resources
9. Developing, constructing and advising on the development and construction of 2D/3D teaching aids
10. Ordering materials and equipment and setting up and operating systems of stock control including:
 - Participating in the selection of new items of equipment. Recommending specifications where appropriate
 - Setting up and maintaining a bank of purchasing information
 - Co-ordinating orders, including processing and progressing
 - Receiving deliveries. Authorising invoices for payment
 - Setting up and operating a system of stock control including appropriate storage systems, for departmental resources
 - Maintaining stock levels and stock records, including stock books
 - Keeping financial records and providing the Head of Faculty with periodic statements, regarding the progress of expenditure.
11. Meeting the technical needs raised by school and public examinations/ assessment including the supply and preparation of materials and construction of specialist items
12. Participating in the development of the Teams technical facilities and attending department and Curriculum meetings
13. Maintaining satisfactory standards of safety and security in relation to the technical service
14. To be responsible for updating Whole School Display
15. Other appropriate technical duties as directed by the Curriculum Leader.

Other Duties

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
- Act with integrity; maintaining confidentiality at all times.

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review at the direction of the Headteacher.

Heston Community School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services [DBS].

This Job Profile is current at the date shown but, in consultation with you, may be changed by your Line Manager and HR Manager, to reflect or anticipate changes in the job commensurate with the salary and job title.

Heston Community School is committed to working in wider partnership which will promote wellbeing outcomes for young people.

SAFEGUARDING CHILDREN

Context:

All staff are part of a whole school Team. They are required to support the values and ethos of the School and school priorities as defined in the School Development Plan.

This will mean focusing on the needs of colleagues, parents/carers and students and being flexible in a busy and pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 [2] of the Rehabilitation of Offenders 1974 [Exemptions] [Amendments] Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

PERSON SPECIFICATION

Qualifications and Experience		Essential	Desirable	Evidence
1	To have a good level of education including English and Maths GCSE [A* to C] or NVQ3 qualifications	✓		A
2	To have a relevant degree or equivalent level qualification		✓	A
3	To have specialist skills in product design		✓	A
4	To have successful experience of working with young people	✓		A
5	To have previous experience of working as a DT Technician in a School		✓	A
6	To have a current First Aid certificate		✓	A

Knowledge and Skills				
10	To have a good working knowledge of a range of specialist areas within Design Technology	✓		A,I,R
11	To have a good knowledge of health and safety requirements	✓		A,I
13	To be able to plan effective activities for students at risk of underachieving	✓		R, I
14	To have an excellent standard of verbal communication, able to convey advice clearly and concisely	✓		A, R, I
16	To have a good standard of written communication, able to write fluently and concisely with attention to detail	✓		A, R, I
17	To set high expectations which inspire, motivate and challenge students	✓		A, R, I
18	To have an excellent understanding of SEND policies and procedures		✓	A, I
19	To have good time management skills, together with a methodical and organised approach to work in order to plan and organise yourself and others	✓		A,I,R

Personal Attributes and Behaviours				
20	To have excellent interpersonal skills with the ability to develop successful working relationships	✓		A, R, I
21	To be personally committed to developing a distinctive and inclusive ethos in the School	✓		R, I
22	To be able to relate to students, staff, parents/carers and visitors in a positive and constructive way	✓		R, I
23	To be helpful, friendly, approachable and professional at all times in dealing with people	✓		R, I
24	To possess integrity, optimism, resilience, calmness and a sense of proportion	✓		R, I
25	To have the ability to display a calm, tactful and responsible attitude	✓		A, R, I
26	To have a flexible approach and the ability to adapt to change within the working environment	✓		R, I

Ability to Fulfil Wider Professional Responsibilities				
27	To have a willingness to make a positive contribution to the wider life and ethos of the School	✓		R, I
28	To have an ability to develop effective professional relationships with colleagues, students and parents	✓		R, I

Key to Evidence:

A = Application

I = Interview

R = References