

STRADBROKE HIGH SCHOOL JOB DESCRIPTION

DT & ART TECHNICIAN

Line Manager's job title:	Head of DT
Salary:	Points 5-6 of the Support Staff Scale FTE £25,583 - £25,989 per annum Pro rata £15,462 - £15,987 per annum, including an allowance for holiday pay
Tenure:	Permanent
Contract type:	Term-time plus one week (39 weeks)
Hours per week:	26 hours

THE POST

Stradbroke High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a DT & Art Technician.

The Technician's primary role is to work as an integral part of the design technology, food and art departments, assisting the teachers in developing appropriate resources for teaching and learning, and preparing materials and resources for both group work with KS3 students, and individual project work for KS4 students.

The first three months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for one month. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The personal competencies expected of a DT & Art Technician are:

- The ability to solve problems

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a DT & Art Technician are:

- Excellent communication and interpersonal skills;
- Be able to multi task with a “can do attitude”
- Practical skills within the DT, art and food curriculum areas
- Be flexible in managing and planning daily, weekly, and monthly workloads;
- Have good time management, planning and organisation skills;
- Able to work with minimum supervision and as part of a team.
- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a are:

- A minimum of a grade C / 4, or equivalent, in English and Maths GCSE. (all roles except cleaners, catering staff & exam invigilators).
- Previous experience with CAM equipment would be an advantage;
- Be familiar with Technology-specific HASAW, COSHH;
- Be familiar with using saws, sanders, laser cutters and similar equipment.
- Be (or willing to be) a first aider.

JOB SPECIFICATION

General Responsibilities

The **DT & Art Technician** is responsible to the Head of Department for supporting and assisting students in the art, food and design technology departments. He/she is to support the teaching and learning in the department by ensuring the effective preparation, maintenance and storage of tools, materials, equipment furniture and fittings and undertaking learning activities with students under direction of the classroom teacher.

The post-holder will be required to comply with the Sapientia Education Trust Code of Conduct for Staff and Volunteers.

Stradbroke High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. He/She must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the school's performance management programme and CPD.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Assisting Staff & Students

- The designing and making of jigs, formers and fixtures to aid teaching programmes;
- The setting up and checking of machinery and heat treatment equipment prior to practical lessons;
- Assisting with the construction and preparation of visual aids including mounting and display work;
- Instructing students on use of specialist equipment and assisting them with operation of such equipment;
- Assisting teaching staff with student supervision during practical work, taking small groups on occasion;
- Checking rooms are orderly at the end of the day and if no after school activities are taking place, lock up;
- preparing rooms and clearing up after lessons in DT, Food and Art

Machinery

- The maintenance and cleaning of machines and ancillary equipment, on a regular basis, to ensure minimum breakdown;
- Regular inspection of machine tools to ensure proper standards of guarding and safety;
- Routine day to day servicing of machinery or equipment including CAM;
- Maintaining a well ordered working environment including helping to set up and pack away materials between lessons when required;
- Grinding, sharpening and other maintenance of cutting tools and equipment for machine or hand use;
- Minor repairs to machines and hand tools, which may sometimes require replacement parts to be made or purchased from manufacturers;
- Maintain the CAM equipment (laser cutters/ 3D printers/ CNC lathe/ CNC router/Plasma cutter in the department and troubleshoot any issues;
- use and cleaning of kiln
- check and PAT test all electronic equipment across the subject areas

Ordering and record keeping

- Operate and administer a stock control system in the workshop cooking room and art room;
- Maintain health and safety records and requirements for tools and equipment;
- Maintain Technology-specific HASAW, COSHH and avoid potential hazard;
- To raise orders based on the requirements of the department, directed by the head of departments;
- To keep a record of orders raised;
- Complete PAT testing across the three departments.

Other essential criteria:

- Carry out maintenance and basic first line repairs of Design and Technology workshop, food room, and Art equipment, if necessary recommending repairs by outside contractors or replacement to supervisor.
- Clean workshop equipment and kitchen equipment. Clean workshop and kitchen sinks and supervise emptying of sink traps. Carry out health and safety checks on workshops, kitchen, art room and preparation rooms and stores.
- Ensure safe storage of resources and equipment in line with health and safety regulations (COP). Collecting, checking and returning equipment to stores.
- Stocktaking, cataloguing and resource control.
- Dispose of waste safely and in line with health and safety regulations.
- May be required to support teaching staff in lesson delivery, e.g. practical demonstrations and practical lesson support. Trial practical activities and projects.
- Attend lessons when required to assist pupils with practical work.
- Provide technical support to students/ pupils including health and safety guidance.
- Trained in first aid or willing to be trained and act as a school first aider;
- Flexibility of working hours during peak times e.g., ability to start later / end later.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time plus one week (39 weeks)
Hours per week	26 hours
Normal working Pattern	To be agreed
Unpaid Breaks	20 minutes lunch break where the working day exceeds 6 hours

Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	Annual holiday entitlement for full-time support staff will be 34 days (including bank holidays), rising to 38 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- Points 5-6 of the Support Staff Salary Scale
- FTE Salary: £25,583 - £25,989 per annum
- Pro rata salary: £15,462 - £15,987 per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.