



**Post Title:** Design & Technology Technician

**Grade:** 3 - £17,173 to £18,870 per annum (£14,836 to £16,302 pro rata salary)

**Hours:** 37 hours per week, 8.00am – 4.00pm Monday to Friday (30 minute unpaid daily lunch break), term time (38 weeks per year) plus 5 Teacher Training Days

**Job Purpose:**

Under the direction of the Subject Leader for Design & Technology, to provide a technician service to staff, students and others engaged in the teaching of Design & Technology.

**Description of Duties and Responsibilities:**

1. To embrace the Academy's values of 'Enjoy, Achieve, Aspire'.
2. To comply with the Academy's Code of Conduct.
3. Assist in the preparation of resources, wall displays, materials for lessons in Design & Technology.
4. Duties will include Wood Cutting, preparing equipment for lessons, providing technical assistance during lessons, clearing equipment away and preparing for next day activities. Undertake any necessary training relating to these tasks.
5. Ensure that all equipment is available and ready for use, liaising with other members of staff and outside suppliers as required.
6. Ensure that all tools and materials are stored correctly and secured after each lesson.
7. Issue Technology Laptops and ensure their safe return. Check laptops to ensure that they are fit for purpose for each lesson and organise repairs accordingly.
8. Assist teaching staff during practical textiles activities and preparing materials/resources for lessons.
9. Supervise student in the safe use of equipment within the D&T Department, under the direction of the classroom teacher.
10. The ability to work one to one with selected students to aid their progress in Technology.



11. General housekeeping of equipment within the D&T Department, including maintenance and repair.
12. Lead demonstrations of key machines for pupils when required.
13. Ensure compliance with all relevant Health and Safety standards in working areas including safe storage and monitoring of equipment and resources. Raise any Health and Safety issues with equipment to the Subject Leader for D&T Department.
14. Ensure that storage areas are kept clean and tidy.
15. Ensure an adequate supply of materials and equipment for design & technology classes.
16. Order new and replacement equipment for the department.
17. Preparation of equipment, e.g. digital cameras, computerised sewing machines, TVs, resources and materials for lessons including setting up demonstrations and experiments for staff and students and using relevant software, e.g. spreadsheets, databases, presentations, etc.
18. Assisting with practical work for groups and individuals, advising students and staff on new systems, including the use of equipment, and supporting project work for various Key Stages and examinations.
19. Assist with the preparation of the departments Risk Assessments.
20. Operate an efficient system for stocking, storing and ordering/purchasing equipment and materials, ensuring relevant records are kept.
21. Undertake a range of administrative and clerical duties including word-processing, filing, maintenance of records, inputting to databases, photocopying.
22. Ensure the safe storage of equipment and materials.
23. Assist with organisation of trips.

**AND such duties as are within the scope and the spirit of the job purpose,  
the title of the post, and its grading.**



### Special Requirements

This Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All posts within this Academy are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Disclosure and Barring Service. A copy of the Academy's Child Protection Policy statement is enclosed.

All duties and responsibilities must be carried out with due regard to the Academy's Health & Safety Policy and Health & Safety at Work Act.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken to comply with the Data Protection Act 1998.

Postholders will be expected to comply with the Academy's Acceptable Use of ICT Policy.

*PLEASE NOTE  
WEST COVENTRY ACADEMY  
IS A NON SMOKING SITE*

SUPERVISION RECEIVED	
<b>Name:</b>	Philippa Polidori (or successor)
<b>Post Title:</b>	Subject Leader
<b>Or Alternatively:</b>	Sam Tasker – Assistant Headteacher



**LEVEL OF SUPERVISION\***

Regularly supervised with work  
Checked by Supervisor.

Left to work within established guidelines,  
Subject to scrutiny by supervision.

Plan own work to ensure the meeting  
of defined objectives.

✓

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_