

JOB DESCRIPTION

Senior Technology Technician

Design Technology

April 2022

Job Title: Technology Technician **TERM TIME + three weeks**

Reporting to: Head of Department

Department: Design and Technology (DT)

Responsible for: N/A

Location: Seaford College, Lavington Park, Petworth, West Sussex GU28 0NB

Job Purpose: To assist all teaching staff in providing pupils at Seaford College with a relevant and effective Design and Technology experience and ensure high levels of achievement.

MAIN DUTIES AND RESPONSIBILITIES

Supporting Teaching & Learning

- To assist Technology staff in developing appropriate resources for teaching and learning Under the direction of the Head of Department, to ensure that all Health and Safety requirements are met.
- To assist in administrative duties in accordance with Teacher workload agreement.
- To assist pupils in class time as required by teacher in charge and under direction of that teacher.
- To support the development and delivery of Computer Aided Design and Manufacture in DT.
- To be proficient in the use of the range of CAM equipment and provide technical support during lesson time. (Training and support given)
- To be proficient in the range of CAD software as stipulated by the Head of DT and provide technical support during lesson time. (Training and support given)

Monitoring Consumables and Stock Control

- To maintain and monitor consumables and equipment in DT to ensure all pupils are able to access a wide range of materials and processes as part of their Technology provision
- To maintain and monitor stock control.
- To assist the Head of DT in the ordering of materials and equipment.
- To carry out / manage other DT Technicians in weekly material and equipment checks across all Technology rooms.

- To assist teaching staff in promoting and raising the profile of DT within and outside the School.

Maintenance and Preparation of Materials

- To lead, assist and manage other DT Technicians in weekly maintenance of all CAD CAM equipment.
- To prepare materials and equipment for practical lessons.
- To maintain machinery and equipment in accordance with Health and Safety requirements as defined by Head of DT.
- Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Head of Department.
- To assist Head of DT in the production of Risk and COSHH assessments.
- To assist and manage other DT Technicians with keeping the department rooms tidy and clean where necessary.

General

- To carry out a range of administration duties including; inputting data, production of registers and class groups and preparing teaching material and booklets.
- To assist staff in preparing and setting up displays for outside competitions.
- To assist staff in the production and updating of Technology displays within the School.
- To provide technical support to staff during lesson time as required.
- To promote the safeguarding and welfare of the pupils and young people as set out in the School's safeguarding policy.
- To undertake such other tasks relevant to the work or needs of the School as these needs arise and as may be reasonably requested

Teamwork

- Be an active member of DT and FT teams and the wider school in general with input into all appropriate meetings
- To engage and work in conjunction with team members, pupils, staff and associates of the college ensuring polite, respectful and professional manner at all times
- To maintain and improve on skills where required and undertake CPD relevant to the role

Personal Specification:

Essential Criteria

- Reliable with an excellent record of attendance and punctuality
- See tasks through to completion
- Ability to work constructively as part of a team and manage other DT Technicians
- Experience in construction, engineering or other relevant industry an advantage
- Has a good level 2 qualification or above in related field or equivalent working experience
- Has high expectations, sets and delivers high standards and commands credibility

through expertise

- High level communication skills and the ability to liaise with staff, students, outside agencies
- Excellent time management skills and the ability to remain calm under pressure
- Organisation of own and other DT Technicians workloads and priorities on a day to day basis using own initiative
- Demonstrated skills in organising multiple tasks and projects
- Is committed, resilient, robust and resourceful and of a reflective focussed and determined
- Enjoys seeing young people learn in a positive climate and is committed to ensuring all students are supported in making progress

Desirable Criteria

- Work within an educational establishment
- Experience of delivering training to a team or individuals
- Experience of working with CAD/CAM software (training will be given)
- Good general education to GCSE or equivalent including Maths and English
- Demonstration of further professional development through qualifications or training
- Current certificate for Workshop and Machinery Health & Safety
- Excellent organisational skills
- Ability to maintain and service machinery and equipment within the college DT department
- Knowledge of legislation surrounding the safeguarding of children

SAFER RECRUITMENT STATEMENT

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