TRELOAR TRUST

JOB DESCRIPTION

Post: Design & Technology Technician

**Location:** Treloar School, Holybourne

**Responsible to:** Design and Technology Teacher

**Main Purpose of Job:**

To provide practical and technical assistance to support the teaching and learning of Design and Technology and of ICT with students with disabilities at Treloar School

**KEY TASKS**

1. Helping students during lessons to carry out practical tasks
2. Working with small groups and individuals to ensure learning outcomes can be achieved by all
3. Monitoring student learning during lessons and over time
4. Assisting in the recording and assessment of students’ work
5. Enabling class based support assistants to build their confidence and skills in supporting students in Design and Technology
6. On occasions being responsible for lessons, supported by other staff
7. To help demonstrate equipment, tools and processes as directed by the teacher
8. Knowledge and application of specialist machinery including CAD/CAM machinery
9. Daily preparation of materials as directed and consulted by teacher
10. Day to day maintenance of equipment
11. Ensuring adequate levels of materials are maintained, with guidance of teacher
12. Maintaining high standards of safety within the department
13. Assisting in carrying out risk assessments of equipment, activities and room
14. Ensuring adequate provision is available to help control potential risks
15. Help to maintain a clean, tidy and organised Design & Technology department
16. Ordering and purchasing stock as agreed with D&T teacher

**OTHER TASKS**

1. Helping to manage departmental budget
2. Undertaking appropriate training to support the work of the department e.g. Health and Safety issues, operating of machinery etc
3. To assist and support school events from time to time
4. To support the Trust in safeguarding and protecting the welfare of all students.
5. To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
6. To maintain and develop own professional knowledge and awareness.
7. To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
8. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
9. This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust

HR Department

April 2021

# PERSON SPECIFICATION - DESIGN & TECHNOLOGY TECHNICIAN

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| MINIMUM | **DESIRABLE** |
| Qualifications  1. Willing to train to get certified on using woodworking machines 2. Willing to train to achieve CIEH Level 2 Award H&S in the qualification 3. Willing to train and achieve the Leading and Learning in-house training | * CIEH Level 2 Award H&S in the Workplace qualification |
| **Skills and Knowledge**   1. Good, efficient communication with students and colleagues 2. Provide encouragement to students and colleagues 3. Ability to use a range of equipment and machinery 4. Ability to both follow directions and use own initiative 5. A positive, solution-focussed approach to work 6. An ability to support and model best practice in Design and Technology to other class support assistants |  |
| **Experience**   1. Working with children and adolescents | * Have Design and Technology technician course certificate/experience * Working in an SEN context |
| **Personal qualities**   1. A commitment to promoting and safeguarding the welfare of students 2. Able to cope with the physical demands of the role 3. Flexible attitude and approach 4. Caring and understanding towards needs of students and colleagues 5. Desire to adapt with technology in an ever changing world 6. Willingness to broaden current knowledge and skills 7. A serious attitude to the safety of others and themselves 8. Help to contribute to the general forward direction of the Design & Technology department |  |
| Treloar Trust is committed  to safeguarding children, young people and vulnerable adults  All successful candidates will be subject to a Criminal Records BureauCheck along with other relevant employment checks | |

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY

**Hours**: 28.5 hours (across four weekdays)

**Salary**:

Closing Date:

Start date: Start of term Sept 2021

If you have not heard from us within three weeks of submitting your application please assume you have not been short-listed, however your application will be kept on file for a period of 6 months and if another position becomes available we will forward your details.