

## **GENERIC JOB DESCRIPTION**

POST TITLE: Technician (Design Technology)  
POST NO:  
GRADE: Grade 5

CONTRACTUAL  
ARRANGEMENTS:

ACCOUNTABLE TO:

### **PURPOSE OF THE JOB**

To undertake a variety of duties to support the effective teaching of Design Technology across the school

### **KEY ACCOUNTABILITIES**

1. To prepare, set up and clear away equipment and materials required for demonstrations and class practical work;
2. To test and monitor stock and equipment used for teaching and learning;
3. To prepare and create departmental resources;
4. To maintain teaching areas to current Health & Safety standards, including checking and maintaining machinery and equipment and carrying out any necessary Risk Assessments;
5. When required, to demonstrate the operation of equipment and machinery to members of staff and to students;
6. If required, under the leadership of the Subject Teacher, to work with groups of students to develop their learning in specific areas;
7. To provide invigilation and technical support for Design Technology exams;
8. To undertake other duties to support the range of work undertaken within the department and to support Art and Design across the curriculum.

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### **Supporting the school**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

### **OTHER DUTIES:**

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.