

JOB DESCRIPTION

POST: Design Technology, Art and Music Technician

REMUNERATION: £13,907 - £14,865

Part-time 35 hours per week, term time only plus 5 in service days.

MANAGED BY: Learning & Teaching Team Leader for Design Technology

It is the responsibility of all staff to support the provision of a good quality education for all students.

Purpose of the Job

To provide technical assistance and support activities to all staff within the subject areas of Design Technology, Art and Music in their role of teaching and curriculum developments.

Key Job Outcomes

1. Respond to the requests of teaching staff to:

- create and maintain a purposeful, orderly and productive working environment.
- provide timely and accurate preparation and use of specialist equipment, resources and materials, as required by staff
- maintain records
- support students in accessing learning activities under the guidance of the teacher
- provide feedback to students in relation to progress and achievement with practical projects
- demonstrate and assist others in safe and effective use of specialist equipment and materials
- record materials for music

2. Follow standards and procedures defined by the designated manager to promote

- continuing safety awareness for all users of practical work spaces and equipment
- the provision of advice and support to teachers and students on safe working with practical materials, tools and equipment
- safe disposal of used materials, including dangerous/hazardous material
- working in a proactive manner to minimise risk and exposure to actual or potential hazards

and by

- compliance with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- ensuring all students have equal access to opportunities to learn and develop
- contributing to the overall ethos, work and aims of the College

thereby contributing to the establishment and maintenance of a safe working environment.

3. Under the overall control of the designated manager assist in the development of practical activities including the setting up and maintenance of specialist resources and the informal induction and 'on the job' support and guidance of new colleagues as required

4. Complete both routine and non-routine checking, maintenance, calibration, cleaning, fault investigation and rectification of tools, equipment, machines and musical instruments to the standards defined by the designated manager including:
 - maintaining all necessary safety signs adjacent to machinery and keeping a record of all equipment checks
 - monitoring and arranging stock and supplies, cataloguing as required
 - maintenance of specialist equipment, checks for quality and safety and undertaking repairs, as necessary
 - organisation and maintenance of machinery, tools and resources within the technology area including:
 - electrical appliances, lathes, saws, sanders, milling machine and drills.
 - all hand tools
 - and sharpening of tools, as necessary
 - counting all the tools to ensure the quantity of department resources are still in place and in their correct location, weekly
 - arrange for the maintenance of musical instruments

5. Provide routine assistance to the designated manager and teachers by:
 - attending and participating in relevant meetings as required
 - participating in training and other learning activities and performance management as required
 - assisting with the supervision of students out of lesson time e.g. clubs, extra-curricular activities
 - disposing of waste from all dust extraction Units
 - monitoring risk assessments
 - maintenance and deployment of ICT equipment and CAD/CAM programming within Design Technology
 - generating classroom resources and displays/ preparing display materials such as display boards in classrooms and equipment for Academy events
 - removing and displaying items of work around the subject areas, as and when requested.
 - developing new skills and take appropriate training to ensure that current skills are up to date
 - assisting with the organisation of the peripatetic music staff

to promote efficient and effective planning and use of resources and a good profile for the subject.

This job description sets out the Key Outcomes required. It does not describe in detail the tasks and activities to be done to achieve these outcomes.

It would be expected that the post holder would exercise initiative and follow instructions without needing to be told in detail how to do the job or to require direct supervision in completing tasks which achieve the job outcomes.

General Accountabilities

- A. So far as reasonably practicable, the post holder must promote safe working practices and maintain a safe environment for employees and service users.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the Governors.
- C. Ensure the output and quality of work is of a high standard and complies with current legislation and college standards.

Post Review

These responsibilities will be reviewed annually and may change in order to meet the needs of a developing college.

The post holder is required to participate in an annual review in order to identify achievements and development in order to advance the aims of the college.

Holidays

The post holder is entitled to holidays in accordance with the college terms agreed by the Governors. Annual leave may not be taken during term time.

On appointment there is six months probationary period.

October 2018