



Ernest Bevin College

Job Description

DT Technician

Scale 4 Point 7-10

36 hours, Term Time Only (39 weeks)

Title: Design Technology Technician	Salary Scale: Scale 4 Point 7-10 36 hours, Term Time Only (39 weeks)
Supported by and reporting to: Head of Department	Assisted By:

Personal and Professional Conduct	<ul style="list-style-type: none"> • Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries • Have regard to the need to safeguard students' well-being, in accordance with statutory provisions • Show tolerance of and respect for the rights of others • Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs • Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law • Have a proper and professional regard for the ethos, policies and practice of the college, and maintain high standards in their own attendance and punctuality • Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities • Have professional regard for the ethos, policies and practice of the College in which they teach, and maintain high standards in their own attendance and punctuality.
Main Purpose of the Post	<ul style="list-style-type: none"> • To ensure the working environment is safe for staff and students to use. • To be familiar with and at all times comply with the departmental Health & Safety policy. • To complete termly Health & Safety checks and report any issues to the appropriate persons, following these items up until corrected. • To promote the development of safe and best practice within the department, reporting on any change in practice. • To maintain good working relations with all facilities staff. Any broken or damaged fixtures, furniture or fixings should be reported via the electronic portal ('Log It') and followed up until corrected. • To keep secure at all times, in the storage provided, all hazardous materials and maintain a log book for their use. • To trial all processes prior to use in the classroom to ensure they work and to identify any health and safety issues. • To assist the Heads of Departments in maintaining best practice and up to date risk assessment. • To maintain a facility /machine maintenance log book. • To ensure timely bookings of LEV testing, Gas Equipment safety checks and Gas

	<p>Safe certification.</p> <ul style="list-style-type: none"> • Together with the Head of Departments, to plan and implement improved internal organisational systems to promote an efficient and safe working environment. • Offer support to Art Technician when required.
Safeguarding	<ul style="list-style-type: none"> • To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation • To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role • To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection • Develop constructive relationships and communicate with other agencies and professionals

This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is within your grade but not specified in this job description.

March 2022

Ernest Bevin College



Person Specification

Art and DT Technician

Salary: Scale 4 Point 7-10

36 hours, Term Time Only (39 weeks)

Reporting to: Head of Department

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Maths and English at grade C or above, or equivalent 	<ul style="list-style-type: none"> Evidence of additional qualifications
EXPERIENCE	<ul style="list-style-type: none"> Experience in handling workshop equipment, tools, machinery and materials. Depending on your experience and certification, you may need either initial or refresher training: Initial training is required by those with little or no previous experience or certification on specific training standards. Good knowledge and passion for Design Technology 	<ul style="list-style-type: none"> Experience of working within a school or College Experience of PAT testing Registered Design and Technology Health and Safety accreditation. Working with young people
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> A good working knowledge of workshop equipment and machinery used in D&T. Knowledge of Health and Safety procedures and CLEAPPS regulations, and how to ensure they are adhered to. Able to contribute effectively to ensure the technical success of department and faculty. Good literacy, ICT and numeracy skills Good organisational skills. Awareness of responsibility towards the safeguarding of students 	<ul style="list-style-type: none"> Knowledge of GCSE and A level practical requirements
PERSONAL QUALITIES AND CHARACTERISTICS	<ul style="list-style-type: none"> Energy, enthusiasm and stamina Flexibility and determination Ability to work under pressure, meet deadlines, and establish positive relationships with students, staff and outside agencies Proactive, charismatic and inspirational leader Ability to stay calm when dealing with potentially difficult situations. Commitment to the promotion of equal 	

	<p>opportunity</p> <ul style="list-style-type: none"> • Able to work effectively as part of a team but also independently • A willingness to participate in appropriate training and activities relevant to this role • Able to demonstrate initiative, enthusiasm and drive 	
<p>SPECIFIC TO THE POST</p>	<ul style="list-style-type: none"> • Liaise with all D&T and Art staff to ensure requisitions are dealt with in an efficient and timely manner • Work in a team, and as a team leader, to effectively support the teaching of Design Technology and Art. • Prioritise and organise own workload in order to meet the diverse and immediate needs of the working day • Use own initiative • Communicate with people within both the school and external organisations/ companies • Maintain stock of equipment, apparatus and stationery • Clean / store / dispose of equipment and apparatus in line • with Health and Safety guidelines and school policies 	

March 2022