

## BEXLEY GRAMMAR SCHOOL - JOB DESCRIPTION DESIGN & TECHNOLOGY TECHNICIAN

<b>Job Title:</b>	Design Technology Technician
<b>Responsible to:</b>	Head of Design and Technology
<b>Job Purpose</b>	To provide support to teaching staff in the preparation and delivery of DT lessons to ensure the highest quality of teaching and learning takes place.
	Within the DT rooms maintain or prepare equipment and resources for lessons as requested by teaching staff and store equipment after use. This includes ensuring health and safety rules are adhered to and notifying teachers of any difficulty in these areas.

### **Main Duties and Responsibilities**

- Prepare and provide tools and materials as required by subject teachers prior to lessons, and clear away resources, tools and materials after use.
- Offer technical advice, assistance and guidance to DT staff and students, and provide support for teachers during practical DT lessons, as required.
- Support students with their practical skills, non-exam assessment, internal assessment and co-curricular activities as required, to help them progress academically and enhance their love of subject.
- Ensure tools and equipment in the prep rooms and classroom areas are kept in optimum condition and stored correctly. Undertake routine maintenance of tools and machines, as necessary. Monitor and maintain the 3D printers, CNC machines, laser cutters, and the metal and wood lathe.
- Help to maintain the DT rooms as clean and organised spaces, free from hazards. Under the direction of the Head of Department, ensure all Health and Safety requirements are met.
- Keep an up-to-date inventory of tools, equipment and materials in the department. Monitor and maintain stock levels of required components.
- Liaise with other members of the department regarding department activities and prioritise tasks. Assist DT staff in developing appropriate resources for DT teaching and learning.
- Trial new DT projects and procedures as necessary.
- Work as part of the team within the DT Department.
- Safeguard and promote the welfare of students and comply with all school policies on child protection, Health and Safety, confidentiality and data protection.
- Participate in the Performance management process and undertake any training commensurate with the post.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.