**Sandhill View Academy**

**Job Description**

**Job Title:** Design Technology (woodwork) Technician

**Job Location:** Sandhill View Academy

**Responsible to:** Curriculum Leader of DT & Art

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| **MAIN DUTIES/RESPONSBILITIES** |
| * To enhance Teaching and Learning through the provision of practical resources and Technician Services * To coordinate the use of practical resources and equipment across the members of the DT department * To provide assistance and advice on meeting the needs of the DT/engineering curriculum and support actively in lessons. * To ensure Health and Safety regulations are adhered to ensure safe practical provision including first aids. * To provide support with KS4 intervention groups with both practical and theory based content. |
| **Equipment/machinery** |
| 1. To prepare tools and equipment/resources, including setting up practical lessons, for use within teaching and learning. 2. To ensure the main user of the tools/machinery has functional knowledge of its safe operation. 3. To ensure the retrieval and clearing away of tools/equipment in line with procedures. 4. To ensure general maintenance and cleaning of tools, machinery and equipment and basic maintenance in line with risk assessments and department policies. 5. To arrange maintenance, servicing, repair and LEV testing for the department. 6. To ensure that both routine, and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. 7. To order, cut and prepare resources for practical lessons. 8. To contribute to the design, development and maintenance of specialist resources and or long term projects. 9. To support with the writing of risk assessments/COSHH assessments and ensure these are relevant and up to date in line with British Standards and wider guidance/advice. 10. To report any equipment or machinery/tool faults to the Line Manager and respond to decisions. 11. To lead on whole school PAT testing of appliances. |

**To undertake any other duties commensurate with the post**

**Professional Values and Practice**

* Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement
* Treating pupils consistently with respect and consideration, and being concerned with their development as learners
* In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment
* Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues
* Reflecting upon and seeking to improve personal practice
* Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school
* Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures
* Building and maintaining successful relationships with pupils, parents/carers and staff

**Accountability of the post**

**The postholder:**

* Must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with
* Must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust
* Must comply with the principles of the freedom of information act 2000 in relation to the management of Trust records and information

## Must carry out his or her duties will full regard to the Trust’s Equal Opportunities Policy, Code of Conduct and all other Trust policies

## Must comply with the Trust’s Health & Safety rules and regulations and with Health & Safety legislation

## Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## Employees are expected to be courteous and supportive to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Acceptance of Job Description by Post Holder**

I can confirm my acceptance of the Job Description as outlined above

**Name:**

**Signed:**

**Date:**