



HALL GREEN SCHOOL
JOB DESCRIPTION
POST: TECHNICIAN – DESIGN AND TECHNOLOGY

Post Title	Technician – Design and Technology
Purpose	To assist the Design and Technology teachers in all matters in the preparation and delivery of lessons
Reporting to	Head of Design and Technology
Core tasks and responsibilities	
Main Activity related to practical work	<ul style="list-style-type: none"> • Preparing materials and equipment for design based work to include the use of the laser cutter • Arranging equipment and materials for focused demonstrations • Ensuring that all items of equipment are available and in good, safe condition for use by students • Tidying up and checking that all equipment is safely stored following practical sessions
Assisting with special lessons and practical sessions	<ul style="list-style-type: none"> • Assisting with demonstrations to aid teacher delivery, for example, the preparation of materials • Assisting the teacher to support pupils when difficulties arise during a making task activity • Modifying apparatus for those with physical disabilities • Supporting teaching and learning during lessons
Repairs and general maintenance	<ul style="list-style-type: none"> • Safety checks and maintenance of equipment and workshop machinery • Cleaning equipment • Servicing and maintaining equipment ready for use • Monitor laptop trolley storage and work with ICT support staff for any repairs/updates • Ensuring student work storage areas are tidy
Administrative tasks	<ul style="list-style-type: none"> • Occasional photocopying • Stock control and inventory checks
Generic responsibilities of all Hall Green School Staff	<ul style="list-style-type: none"> • To work consistently to uphold the school’s mission statement • To follow all school policies • To work in a cooperative and polite manner with staff and all other Stakeholders • To work with students in a courteous, positive, caring and responsible manner at all times • To follow child protection measures and in so doing ensure that pupil safety and wellbeing is never compromised • To take an active part in the school’s commitment to the development of staff and the appraisal procedure • To work with visitors to school in a way that upholds the school’s reputation • To seek to improve the quality of the service the school provides • To present oneself in a professional way that is consistent with the values and expectations of the school • To carry out, in good grace, any other duty deemed reasonable by the Headteacher • The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.

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