

TOYNBEE SCHOOL

**Bodycoats Road
Chandlers Ford
Eastleigh
Hampshire
S053 2PL**

**Appointment
of
Design and Technology Technician
Grade C**

Contact Details:

Tel: 023 80269026
Email: recruitment@toynbee.hants.sch.uk
Website: www.toynbee.hants.sch.uk

APPLICATION DETAILS

I have enclosed with this pack the following details:

- A job description/role profile
- School details

An application form (support staff) is available to download from Toynbee School website. See link below:

www.toynbee.hants.sch.uk/vacancies.php

Employment Checks

Employment checks will be undertaken to establish positive outcomes in the following areas dependant upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check (previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

Equal Opportunities Statement

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

Toynbee School Job Description

Post	Design and Technology Technician	Current Post Holder	
Allowance/ Scale	EHCC Scale C	Date Reviewed	
Working Pattern:		Signed	

Accountability:

The Technician will be responsible to

1. Headteacher
2. Senior Leadership Team
3. HOD/Teachers Design & Technology

Job Purpose: The role of the Design and Technology Technician is to support the smooth running of the Design and Technology Department. Preparing materials and maintaining equipment and tools to ensure the teaching environment is kept to a high standard. The post holder will support the Department in that ensuring stock control is managed and materials are prepared for classes in order to assist teaching staff. The post holder will work under the instruction of teaching/senior staff, usually in the D&T Department, to support access to learning for students and provide general support to the teacher in the management of students and the classroom

Profile and Responsibilities: (Local specific from job profile)

Stock Monitoring, Ordering and Organisation

1. Managing stock levels to ensure required materials are available and prepared ready for classes.
2. Maintain inventory of all departmental consumables, raising orders as required.
3. Maintaining stores in a clean, tidy and organised fashion.

Department Resourcing

4. Preparing materials for classes, in line with group rotations, or as requested by teaching staff.
5. Setting up demonstrations and visual aids as requested by teaching staff.
6. Prepare and maintain department displays, to ensure students spend their school life in stimulating surroundings.

7. Ensure the classroom is set for lessons as requested, clearing afterwards and assisting with display/storage of students' work.
8. Design and build permanent resources to support with the delivery of the curriculum in collaboration with the teaching staff.
9. Maintaining pupil's work (in progress) in a tidy and organised fashion.

Health and Safety

10. Assist teaching staff to ensure that all equipment satisfies and continues to comply with the Health and Safety at Work Act 1974 and subsequent amendments.
11. Assist teaching staff to ensure that all equipment and control measures satisfy and continue to comply with the BS 4163:2021+A1:2022 and subsequent amendments.
12. Regularly review CLEAPSS for relevant updates to the model risk assessments and share any changes that require consideration/action.
13. Assist teaching staff to ensure students requiring medical attention receive the relevant first aid.

Routine Maintenance of tools and equipment

14. Monitor the condition and supply of all equipment and services within the department.
15. Maintenance of tools, e.g. sharpen chisels.
16. Repair tools and equipment, e.g. replace band saw blades.
17. Maintenance of equipment, e.g. emptying dust boxes, to satisfy the requirements of CLEAPSS guidance.
18. Organising and maintaining an inventory of all departmental equipment, keeping staff informed of any missing or damaged items.
19. Organising and implementing an ongoing planned maintenance system for all department equipment including Computer Aided Design (CAD) / Computer Aided Manufacture (CAM) systems and equipment.

Working with students

20. Supervise students, ensuring their safety and encouraging students to interact with others, to engage in activities led by the teacher, and to act independently. This may on occasion involve working in areas of the school other than the D&T Department.
21. Establish good relationships with students and all school staff, acting as role model.
22. Assist teachers by supporting students in their learning in order to ensure their continuing educational development.
23. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

Continuous Professional Development

24. Complete any required training.
25. Seek opportunities to develop subject specific knowledge and skills.

Safeguarding

26. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, the Prevent duty guidance) and our safeguarding and child protection policies

27. Work with the designated safeguarding lead to promote the best interests of pupils, including sharing concerns where necessary
28. Promote the safeguarding of all pupils in the school
29. Other activities deemed suitable by the SLT in consultation with the Headteacher.