



Ark Elvin Academy

Job Description: Design Technology Technician

Reporting to: Head of DT

Location: Ark Elvin Academy

Contract: Permanent

Working Pattern: Term time only, 40 hours per week

Salary: Ark Support Scale 5 Pay Point 5-13

The Role

As Design Technology Technician, you will support teaching and learning of Design Technology by ensuring that workshops are fully prepared for lessons and appropriate equipment is safely maintained and available for all lessons.

Key Responsibilities

Learning support

- Demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff and under their direction
- Assist departmental staff in developing appropriate resources for teaching and learning, including preparation for exams
- Prepare materials and equipment for lessons and projects and support exhibitions and the hanging of work for GCSE and A Level
- Ensure all students' work and unused material is returned to the appropriate storage area

Health & Safety

- Ensure each workshop including all machinery and equipment is maintained to a high standard, ensuring the safety and wellbeing of students and staff
- Ensure each teaching room is tidy, clean and free from all hazards
- Maintain stock rooms, keep stock records, and receive equipment and materials
- Ensure all statutory health and safety regulations are appropriately adhered to in the workshops, immediately alerting the Head of Faculty to any deficiencies
- Provide First Aid as required

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required.
- Opening and closing all workshops
- Complete shutdown procedure is followed each day before leaving, as guided by line manager.
- This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Design Technology Technician

Qualifications

- Maths and English GCSE at grade C or above (or equivalent)
- Health and Safety qualification or training or commitment to work towards
- Qualification in relevant field, desirable
- First Aid qualification or training or commitment to work towards, desirable

Knowledge, Skills, and Experience

- Experience in multimedia workshop skills, including hand and machine tools used in a workshop or school
- Experience, knowledge, or a keen interest of key practical demonstrations that demonstrate Design Technology methods and engage students
- Experience of maintaining tools and machinery in a workshop or school
- Awareness of safety issues as appropriate to the post, including health and safety risk assessments
- Strong IT, administrative and organisational skills
- Excellent communication and interpersonal skills with children and adults
- Able to deal with minor incidents including first aid
- Experience with specific DT skills e.g., computer aided design (CAD & CAM), laser cutting, 3D printing, vacuum forming etc

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi-task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Helpful, positive, patient and caring nature
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.