

Job title: Technician (Art and DT)			
Phase	Middle School	Grade:	Grade 3 (Scale point 3 - 4)
Reports to:	Head of Design and Technology		

Main job purpose

To provide technical and administrative support to teaching staff in a designated subject area/department (e.g. Design and Technology, Food Technology and other practical subjects) including some in-class support with pupil activities.

To support the teaching staff within a designated subject area/department to ensure the safe and proper use and maintenance of resources and equipment.

Main responsibilities and duties

1. To prepare and maintain classrooms and workshops, and materials for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.
2. To prepare and assemble teaching resources, apparatus and equipment for use by the teacher and pupils. This may be specific equipment for the particular subject/department or conventional equipment.
3. To contribute to teaching sessions as appropriate by demonstrating or advising on the proper and safe use of materials and equipment for practical activities, including directed support for individual pupils.
4. To maintain and undertake basic repairs to equipment where practical to do so.
5. To be responsible for the safe storage of equipment and materials.
6. To undertake ordering and stock allocation activities as authorised.
7. To assist with the issue and return of textbooks or other teaching aids.
8. To ensure that Health and Safety requirements and other relevant regulations are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
9. To work co-operatively with other technicians to develop and share skills and expertise.
10. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Supervision and management

General supervision will be provided by the Head of Department. There will be a need for day-to-day liaison with relevant teaching staff. Most activities will be undertaken without direct supervision.

Decision making

Deciding when to intervene in pupil activities for instruction or safety purposes. Supervisory decisions regarding technicians' duties and training/support needs. (Where appropriate) Undertaking research to support teacher and/or pupil projects and activities.

Problem solving and creativity

Applying technical or specialist skills and knowledge to resolve any problems with the setting up or maintenance of equipment.

Key contacts and relationships

Daily interaction with teaching staff, pupils and other support staff. Also contact with external suppliers and contractors, as required.

Resources

I.T. skills for presentation, analysis and recording purposes.

Competent use and application of specialist equipment for the relevant subject area/department.

The range of equipment used and number of laboratories etc will depend upon the particular school.

Protective clothing will be provided and must be worn at all times.

Working environment

Duties will normally be undertaken within classrooms/workshop in the school.

Lifting and movement of resources and equipment will often be required, using trolleys where appropriate.

Progression in Post (if applicable)

CPD will be available as part of the role.

General and School Responsibilities

- Be familiar with Safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Contribute to and support the Trust's Values, Ethos and Vision
- Participate in training and other learning activities as required
- Participate in Performance Management and development as required by the Trust's policies and procedures
- Participate actively and flexibly in a range of school activities
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Job description prepared by:	Lockyer's Middle School - A.Dufek
Position:	Headteacher
Date:	May 2025

Requirements	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> 5 GCSEs including English and Maths (minimum level 4 or equivalent experience/ vocational qualification) 	Any other relevant vocational or academic qualification in a relevant subject area with applied practical experience	Application Form
Knowledge & Experience	<ul style="list-style-type: none"> Previous experience of working in a relevant work area 		Application Form Interview
Skills	<ul style="list-style-type: none"> Excellent organisational skills Strong communication and interpersonal skills Fluency in English for all student and public-facing roles. 		Application Form Interview Language Qualifications Fluency in English evidenced by: <ul style="list-style-type: none"> competently answering interview questions in English; possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad passing an English language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad
Personal Qualities	<ul style="list-style-type: none"> Tenacity Quick Learner Flexible and adaptable Ability to stay focussed and on task 		Application Form Interview
Relationships	<ul style="list-style-type: none"> Have positive and mutually supportive relationships with all colleagues Ability to promote the school across the wider community 		Application Form References Interview
Safeguarding	<ul style="list-style-type: none"> Good knowledge of relevant Safeguarding procedures Commitment to adhere to the Trust's Safeguarding & Child Protection Policy. 	<ul style="list-style-type: none"> Good awareness of potential Safeguarding issues 	Application Form Interview References