

Trinity Academy Halifax



Job Description

Job Title: Design and Performance Technician
(Resistant Materials)

Job Scale: Scale 2 (Point 11-13)

BASIC JOB PURPOSE

- To provide practical support to the teaching and learning of technology (which includes design, resistant materials and construction courses)
- Prepare materials and resources for lessons
- Assist in the classroom, supporting the teacher with their health and safety practises

Reporting to: Deputy Curriculum Leader

Responsible for: n/a

MAIN RESPONSIBILITIES

1	To provide support to the teaching team by preparing a range of materials, equipment and tools that will be used in lessons. This includes wood, metal, plastics and textiles
2	Clean and undertake basic maintenance routines on equipment and tools used in classrooms/workshops. This includes saws, drills, CNC Millan and laser cutting equipment
3	To provide support to learning by operating laser cutting machinery
4	To provide support to students during lessons in the use of equipment and machines (i.e. demonstrating how to use equipment)
5	To arrange for annual servicing and repairs to machines and equipment
6	Take responsibility for the safe storage of student's work and for stocks of materials within the resistance materials subjects
7	Undertaking stocktaking, replenishment and ordering materials as required by teaching staff
8	Prepare displays of students work in classrooms and shared areas
9	To maintain a standard of Health and Safety in and around the Design and Performance classrooms, storage rooms and shared areas. Reporting any concerns as required
10	Supporting across the Design and Performance area, as required

Other Specific Duties:

- To continue personal professional development as required
- Attend staff and other meetings and participate in staff training and development events as required
- To actively engage in the performance review process
- All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee's current salary
- To work in the best interests of the academy, students, parents and staff
- To adhere to the Academy's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety
- Undertake the role of a Form Tutor within the academy's Vertical Tutoring pastoral College structure, and provide relevant and appropriate pastoral support
- To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

_____ Post Holder

_____ Line Manager

_____ Principal

_____ Date

PERSON SPECIFICATION

Job Title: Design and Performance Technician		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> • basic numeracy and literacy skills • basic IT skills • experience of working with resistant materials or in a construction role (paid or unpaid) 	<ul style="list-style-type: none"> • Health and Safety related qualifications • experience with a specified trade
Knowledge & Understanding	<ul style="list-style-type: none"> • understanding of safety within the classroom • knowledge of Health and Safety processes and procedures • knowledge of the tools and equipment used in resistance materials/technology subjects 	<ul style="list-style-type: none"> • understanding of Safeguarding and Child Protection issues
Skills & Abilities	<ul style="list-style-type: none"> • work as an effective team member and apply given instructions • able to apply written and verbal instructions to equipment • practical skills, such as basic maintenance, building skills (Handyperson skills) • able to complete log books, records, such as H&S checks • able to organise, plan and complete tasks • high personal standards and able to provide a role model for students and staff • seek support and advice when necessary 	<ul style="list-style-type: none"> • willingness to develop own understanding through advice and training • think clearly in emergency situations
Personal Qualities	<ul style="list-style-type: none"> • enjoyment in working with young people and families • an excellent record of attendance and punctuality • prioritise and manage own time effectively 	<ul style="list-style-type: none"> • reliability, integrity and stamina • respect confidentiality