**THE DIXIE GRAMMAR SCHOOL**

**JOB DESCRIPTION**

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| **POST** | Technician – Design and Technology |
| **REPORTING TO** | Head of Design and Technology |
| **DIRECT REPORTS** | N/A |
| **CONTRACT TYPE** | Permanent – (5 days per week, Term Time only) |
| **SALARY/GRADE** | TBC |

**JOB PURPOSE**

To assist teaching staff in providing students at The Dixie Grammar School with a relevant and effective Design & Technology experience and ensure high levels of achievement.

**CORE DUTIES AND TASKS**

* Prepare materials as required by the subject teacher prior to lessons
* Ensure hand tools and workshop machinery are kept in optimum condition and stored correctly.
* Organise extra equipment for lessons
* Regularly maintain the equipment and tools in the workshop and classroom areas
* Empty and clean the dust extraction filters as required by the manufacturer
* Keep all classrooms organised and free from hazards
* To assist Technology staff in developing appropriate resources/ displays for teaching and learning.
* Organise material and tools in the Department
* Stock-taking and ordering of materials, ingredients and equipment
* Organise and catalogue books in the Department
* Provide support for the teacher during practical lessons.
* Assist with ensuring the department functions in a safe way, for example by carrying out risk assessments.
* Assist teaching staff in promoting and raising the profile of Design & Technology within and outside School.
* Support the development and delivery of Computer Aided Design & Manufacture in D&T.
* Work as part of a team within the Design and Technology Department assisting each other as and when required
* Undertake such other tasks relevant to the work of the Design & Technology Department or the needs of the school as they may arise, for example producing props for school productions etc.

**OTHER DUTIES**

Promote high standards of behaviour, effort and attainment in line with school policies.

Participate in the school performance development review programme.

Observe all health & safety requirements.

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| **NB:**  This job description is current at the date shown but may be changed by the Headmaster following due consultation, to reflect or anticipate changes in the role which may be required.  The post holder 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. |