**Bushey Meads School**

**Job Description**

**Design & Technology Technician (Food & Textiles)**

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| **Post Title** | Design & Technology Technician (Food & Textiles) |
| **Purpose** | * To ensure all practical provision for KS3, KS4 & KS5 practical materials are organised for Food and Textiles within the Faculty of Design & Technology * To assist the team of Design & Technology Teachers as required |
| **Reporting to** | Head of Design & Technology Faculty |
| **Liaising with** | Governors, Executive Principal/Senior Leadership Team, teaching and support staff, LA representatives, external agencies, students and parents |
| **Working Time** | 37.00 hours per week, Monday to Friday.  Working from 8.00am to 4.00pm, including 36 minutes unpaid breaks each day.  Term time plus one week to include 5 INSET days. |
| **Salary/Grade** | APT & C Points 6 – 9 (FTE £19,698pa - £20,903pa + £898pa fringe), paid pro-rata based on hours worked. Actual pro-rata salary range is £16,772pa - £17,798pa + £764pa fringe. Salary point will depend on skills and experience. |
| **Disclosure Barring Service** | Enhanced with Barred List check |
| **MAIN (CORE) DUTIES** | |
| **Operational, Strategic Planning:** | * Liaise with teachers about the health & safety aspects in design & technology * Prepare appropriate practical materials for Food and Textile lessons * Maintain, repair and clean (where appropriate) classroom equipment, and organise equipment repair by specialists if required * Use of CAD/CAM equipment to support teachers in the production of students’ work * Stock control and ordering of resources * Delivery of equipment including laptops to classrooms * Liaise with reprographics and other departments for collection of materials * General administration and classroom support as required * Advise Head of Design & Technology on maintenance of adequate supplies of equipment and materials * Assist with school open evening and other school activities taking place within the Faculty of Design & Technology * Preparation and cleaning of Hospitality and Catering Suite * Provision and care of classroom books & equipment including termly audit * Provision of support in lessons as and when required * Cleaning up as appropriate on a regular basis |
| **Staff Development:** | * To take part in the school’s staff development programme by participating in arrangements for further training and professional development * To work as a member of a designated team and to contribute positively to effective working relations within the school * To engage actively in the Performance Appraisal Review process * To attend relevant in-service training and regular learning support meetings |
| **Standards and quality assurance:** | * Support the aims and ethos of the school * Set a good example in terms of dress, punctuality and attendance * Follow and uphold school policies * Participate in staff training * Develop links with the Governors, Hertfordshire Education Authority and neighbouring schools |
| **Communication:** | * Where appropriate, to communicate and co-operate with persons or bodies outside the school * To follow agreed policies for communications in the school * Attend meetings as required * To be aware of in-school procedures and confidential issues and to keep confidences appropriately |
| **Marketing and Liaison:** | * + To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings and liaison events with partner schools as required   + To contribute to the development of effective subject links with external agencies as required |
| **Management of Resources:** | * + To contribute to the process of the ordering and allocation of equipment and materials   + To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and the students |
| **Other Specific Duties**: | |
| * to play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example * to promote actively the school’s policies * to continue personal, professional development * to actively engage in the school’s self-review and evaluation processes * to actively engage in the school’s Appraisal of Performance processes * to comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate * to attend meetings as determined in the meetings policy and as directed by the Executive Principal * to comply with the school’s procedures concerning safeguarding and to ensure that training is accessed | |
| All support staff may be required, from time to time, to work as directed by the Executive Principal to provide cover for administrative functions within the school. This may include exam invigilation, student supervision and other duties not normally detailed elsewhere within their job description. | |

**November 2021**