



JOB DESCRIPTION

Post Title: DESIGN TECHNOLOGY TECHNICIAN

Scale: Teaching Assistant Grade 2

Reporting To: Head of Design Technology: Resistant Materials/SLT

Main Purposes of the Job:

- To support the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.
- To work under the guidance and direction of the teacher to support pupil learning and use of workshop tools.
- Assist the teacher in the management, preparation and utilisation of resources and materials.
- Assist the teacher in the management of the workshop.

Main Responsibilities and Tasks:

Under the direction of and within an educational plan provided by the classroom teacher the Design Technology Technician may:

SUPPORT FOR PUPILS

- Use specialist (curricular/learning/behavioural management) skills/training/experience to support pupils.
- Assist with the use and management of resources, materials, equipment and tools in the workshop.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.

- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities in a safe manner.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility.
- Provide general clerical/administrative support, such as support with invigilation of tests, produce worksheets for agreed activities, tidying the workshop etc.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Help pupils to access learning activities through specialist support, application of health and safety practice and through knowledge of equipment, tools and processes.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of lesson activities.
- Supervise pupils on visits, trips and out of school activities as required.

Other Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post.

Notes:

- This post is subject to an enhanced DBS and criminal background check via the disclosure procedures. In accordance with 'Keeping Children Safe in Education' legislation (September 2022), shortlisted candidates will be subject to an online search as part of our due diligence.
- In all contacts the postholder will be required to present a good image of the School as well as maintaining constructive relationships, in person and online.
- The Headteacher reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equalities Act.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.