



SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Job Description

DT Technician



JOB TITLE: DT Technician

REPORTS TO: Head of Department

BAND: Thurrock Grade B / Havering Band 3

JOB PURPOSE

To enable pupils' access to learning by providing technical advice and support in the practical and technical aspects of the curriculum by preparing, maintaining and organising equipment and materials. Working with pupils as directed by the teacher, supporting safe and sensible behaviour during practical tasks.

KEY CORPORATE ACCOUNTABILITIES

- To actively promote the Trust's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the Trust's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the HR Director, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

PRINCIPAL ACCOUNTABILITIES

Curriculum Support

- Manage requests for technical equipment and resources to support learning, developing a systematic safe approach to using equipment to support key stages of the curriculum.
- Preparation, assembly, setting up of equipment /components, apparatus, tools and equipment for practical classes and assessments.
- To support teaching and support staff on health and safety issues that relate to equipment and materials.
- Collecting, caring for and storing equipment, resources and materials safely.
- Retrieval and clearing away of equipment / materials after lesson use.
- Maintain equipment undertaking basic repairs and modifications where possible or organising repair by agent or supplier.
- Under instruction dispose of and store equipment, apparatus and materials, including chemical waste.
- Maintain cleanliness and security of specialist areas and equipment.
- Monitor supplies and condition of safety and protective wear, ensuring that pupils are provided with these as required.
- Compile orders for equipment and resources.
- Attend meetings and training sessions as required.

Pupil Support

- Demonstrate and teach the correct and safe use of equipment for pupils as directed by the class teacher.
- Assist the class teacher in the development of lesson frameworks and technical facilities to meet teaching/learning needs, including assisting in planning layout of facilities and support on specialised requirements in furniture, fittings and services.
- Assess pupils' work where the focus is on using equipment and identify areas of possible improvement for pupils.
- Provide feedback to the teacher on the practical work completed by pupils.
- Provide continuous support on safety to pupils during practical work.
- Assist with the administration and invigilation of routine tests and coursework tasks.
- Report potentially dangerous or unacceptable behaviour of pupils in designated practical / experimental area to the Teacher responsible for that class.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature : Date: Name in full

DT Technician

Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working in specialist area in learning environment NVQ Level 2 or equivalent in specialist area
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and general outstanding of the school
	Literacy	Ability to read and write technical reports
	Numeracy	Good numeracy skills
	Technology	Excellent working knowledge of equipment and ICT packages relevant to specialist area
Communication	Written	Ability to write reports, letters etc
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults Knowledge of specialist terminology etc.
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Understand and support the differences in children and adults in relation to the role
	Curriculum	Good understanding of the school curriculum relevant to specific area
	Child Development	Good understanding of how the role contributes to child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a contribution to the work of the team supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to supporting learning
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality

	CPD	Demonstrate a clear commitment to develop and learn in the role
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