



The Westminster School

JOB DESCRIPTION

Job Title	Technician – Design & Technology and Food Technology.
Band/Job Group	Band C
Hours/Weeks	3 days per week (Term time only plus 5 INSET days + 5 Additional Days)
Responsible to	Pathway Leads

Job Summary

- To provide technical support to the School's Design and Technology Departments (including Food Technology).
- To provide classroom support to pupils under the direction of the teacher.

Additional duties and responsibilities

1. Maintenance of equipment, tools and machinery and making the necessary arrangements for repair.
2. Preparation of materials as specified by teaching staff.
3. Inspection of workshops and food technology facilities in accordance with the requirements of Health and Safety at Work Act and the production of risk assessments.
4. Safe storage of all materials particularly those in a flammable, toxic or explosive nature.
5. Complete departmental risk assessments specific to the D&T and Food Technology to ensure compliance with H&S and to safeguard the health and wellbeing of all who use the environments.
6. Report any defects to machinery or equipment to the Head of Department and Facilities Management.
7. Advising the FM staff of any repairs to the fabric and services of the D & T and Food Technology rooms.
8. Responsible for safe and tidy storage and stock control of consumable materials, particular in storerooms.
9. Set up teaching equipment as and when requested by teaching staff prior to lessons.
10. Construction of items requested by the Head of Department or staff within the department which will aid workshop or classroom organisation.
11. Maintaining and displaying of students' work within the departments.
12. Use of IT to design and produce visual aid material.
13. Maintaining tidy working areas ensuring tools and equipment are stored away in the correct place after use other than those which are part of general classroom practice.
14. Maintaining all cooking and food preparation equipment on a regular basis and repairing where possible any defect in equipment.
15. Preparation of any consumable materials required other than metal or wood for teaching staff within the department.
16. Assist teaching staff with any duties as and when requested in the workshop.
17. Support the work in IT and control technology.
18. Assist with the provision of support of a technical nature commensurate with existing duties in other curriculum areas as required by negotiation with Head of Curriculum Area.
19. To facilitate the pupils' development and skills in the use of resources including IT.

20. To maintain pupils' interests and motivation.
21. Assisting pupils with dress/ changing for activities/ personal hygiene.
22. To support individual/group work across the curriculum to raise levels of achievement.
23. Care and welfare of pupils.
24. Escorting pupils around school premises.
25. Undertake a period of duty during the school lunch break, subject to being given a reasonable rest period (normally not less than ½ hour).
26. Contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.
27. To contribute to the development of, and maintain school policies and procedures.
28. Preparation of rooms, equipment and displays.
29. Maintain school routine.
30. To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy.
31. Support ethos of school.
32. Maintenance of safe environment.
33. Liaison with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.
34. Support the supervision of individuals/groups of pupils.
35. Undergo additional training with regards to the use of any specialist equipment which will help with the role of a D & T and Food Technology Technician.
36. Any other duties as may be required from time to time as designated by the Head of Curriculum Area and other members of the School's Senior Management Team (SMT) that are commensurate with the post.
37. It is the responsibility of each employee to carry out their duties in line with Council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards.
38. To participate in the operation of the School's performance management and supervision cycles.
39. It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
40. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
41. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.