

DESIGN & TECHNOLOGY TECHNICIAN

Job Purpose: To be responsible for the general maintenance of workshops and for the preparation of equipment and materials for classes.

Responsible to: Head of Technology Department

Other functional Relationships: Technology teachers, SLT, site staff

Working across all technology disciplines - Product Design / Graphics, Textiles, Architecture, Food and Nutrition

Specific Tasks (Technology):

- Teaching / instructing staff and students in the use of specialist machinery and proprietary 2D / 3D software programmes relevant to the work of the department
- Providing advice and assistance to teaching staff and pupils, including supporting extracurricular clubs and providing one to one and small group sessions to GCSE and A level students after school as and when required
- Mentoring and tutoring pupils, both individually and in small groups, at KS4 and 5, checking CAD drawings in preparation for manufacture to ensure that complex project work can be prepared to a high standard
- Checking workshop machinery, equipment, tools, components and accessories across all disciplines and ensuring that these are maintained
- Ensuring workshops are regularly checked and maintained, records are kept up to date and that equipment meets current H&S regulations, as well as arranging LEV testing. Including undertaking maintenance and liaising with contractors to ensure a healthy and safe environment for pupils and staff
- Preparing, setting up and checking machinery, equipment and apparatus for is ready in preparation for practical work
- Preparing a range of materials for teaching purposes including wood, metal and plastics, textiles, chemical solutions and other materials required to support practical work
- Assisting in the development of technical aspects of the curriculum including designing and modelling solutions through to making up prototypes
- Provide technical assistance on the interpretation of drawings, cutting lists, models etc. and advising on materials and construction techniques
- Construction of three dimensional teaching aids, jigs and fixtures from verbal instructions, sketches or drawings. Preparing diagrams, charts and two dimensional teaching aids and displays

- Participating in the selection of new items of equipment, recommending specifications and receiving deliveries
- Managing and maintaining stock levels and records across all disciplines

Other (whole school)

- Working proactively with SLT, site staff and other departments to identify where physical resources are in need of repair / upgrade / replacement and assisting in undertaking that work.

Skills required –

Health and safety training and experience

Ability to operate specialist workshop equipment to a high level and pass on those skills to others. Experience of using a table saw and laser cutter are essential. Knowledge and experience operating CNC equipment, 3D printing, CAD / CAM and electronics would be desirable. Knowledge of 3D Design software and the ability to enable students to realise their design ideas.

Ability to maintain electrical and mechanical equipment used in technology rooms

Ability to construct sample products across all disciplines

Training in the use of tools, equipment and machinery in all technology rooms and across all disciplines