

<p>Haven High Academy</p>	<p>Design Technology Technician</p>
<p>Our school and the role requirements</p>	<p>An exciting opportunity has arisen to join the Vocational Department at Haven High Academy, in the position of Design technology technician. You will play an integral role in directly supporting the future generation of Design technology, Engineering and Construction industry students to develop industry standard knowledge, skills, and behaviours. This combined role incorporates the maintenance and standard of equipment and our workshop rooms. Assisting our Vocational teachers, as well as assisting our learners in the workshop and developing their knowledge skills in these areas. There will be an opportunity to work with a diverse range of learners covering both Level 1 and Level 2 learners across our KS3 & KS4.</p> <p>You will already have relevant experience/qualifications in one or more of the above industries, perhaps as a technician (or be newly qualified). You may even have previous experience in instructing or training. If you are someone that is passionate about developing and directing the next generation of learners and supporting their growth in these sectors, then this could be the job for you.</p> <p>We will look to develop and support the right candidate (should they wish), in working towards their teaching qualification.</p> <p>The successful candidate will hold at least a C at GCSE level in Maths and English.</p>
<p>Job Purpose</p>	<p>The role of the Design and Technology Technician is to support the smooth running of the Design and Technology Department. Preparing materials and maintaining equipment and tools to ensure the teaching environment is kept to a high standard. The post holder will support the Department in that ensuring stock control is managed and materials are prepared for classes, to assist teaching staff. The post holder will work under the instruction of teaching/senior staff, usually in the DT Department, to support access to learning for students and provide general support to the teacher in the management of students and the classroom.</p>
<p>Key Responsibilities and Duties</p>	<ul style="list-style-type: none"> • Supporting the DT/Engineering/Construction Department • Monitor the condition and supply of all equipment and services within the department. • Ordering materials for the department. Stock control, organising and maintaining an inventory of all departmental consumables, keeping staff informed as materials become required. • Organising and maintaining an inventory of all departmental equipment, keeping staff informed of any missing or damaged items. • Assist teaching staff to ensure that all equipment satisfies and continues to comply with the Health and Safety at Work Act 1974 and subsequent amendments. • Maintenance of tools, e.g. sharpen chisels. • Repair tools and equipment, e.g. replace band saw blades. • Maintenance of equipment, e.g. emptying dust boxes. • Maintaining stores in a tidy and organised fashion. • Maintaining pupil's work (in progress) in a tidy and organised fashion. • Preparing materials for classes. • Setting up experiments, demonstrations and visual aids as requested by teaching staff. • Assisting teaching staff with displays. Supporting Students • Supervise students, ensuring their safety and encouraging students to interact with others, to engage in activities led by the teacher, and to act independently. This may on occasion involve working in areas of the school other than the DT Department. • Establish good relationships with students, acting as role model, reporting progress and achievements to teacher as agreed. • Respond to students' minor welfare and personal needs and ensuring students requiring regular medication are given timely reminders. • Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour. <p>Supporting Teaching Staff</p> <ul style="list-style-type: none"> • To assist teachers by supporting students in their learning in order to ensure their continuing educational development. • To assist teachers in creating an attractive learning environment to ensure students spend their school life in stimulating surroundings. • Ensure the classroom is set for lessons as directed, clearing afterwards and assisting with display of students' work.

	<ul style="list-style-type: none"> • Assist the teacher in developing effective methods of explaining basic ICT applications and supporting students in their use. • Use strategies, in liaison with the teacher, to support students to achieve learning goals. • Support the teacher in managing pupil behaviour, reporting difficulties as appropriate. Supporting the School • Demonstrate awareness of the school’s educational and behavioural policies for developing students. • To support the school’s literacy/numeracy programme. • Assist with the supervision of students out of lesson times, including before and after school and at lunchtime. • Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher. • Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the department and the school. • Adhere to the Staff Code of Conduct, dress code and other policies relating to staff. • Demonstrate a record of excellent attendance and punctuality. • Be aware of and comply with policies and procedures relating to safeguarding, health & safety, security, confidentiality, and data protection reporting all concerns to the appropriate person as agreed. • Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop. • Appreciate and support the work of other professionals. • Participate in training and other learning activities and performance development as required. • Participate in the school’s performance appraisal/ performance related pay/performance development scheme to develop and enhance personal and service performance. • Any other duties as reasonably requested by the Head Teacher.
<p>Safeguarding</p>	<p>Safeguarding • Haven High Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo a child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.</p>