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## Job Description for Design & Technology Technician

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**Responsible to:** Head of School

**Based at:** New College Bradford

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### OVERALL PURPOSE OF THE POST

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- To assist in the smooth running of Design & Technology teaching in the College

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### MAIN DUTIES

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- Prepare materials/ resources/ equipment for practical classes and clearing away at the end of practical's, with the ability to appropriately 'tool up' a range of equipment.
- Share responsibility, with other staff within the department and in liaison with the Site Team, for the maintenance of services machinery and equipment.
- Maintain equipment and machinery, including CAD/ CAM equipment.
- Assist with maintaining stock inventory and identifying items that may need to be ordered.
- Demonstrate and assist in practical and theory sessions and provide individual support for students, as required.
- Contribute to PAT testing in the D&T area.
- Help produce and update the display boards on the D&T corridors and in classrooms.
- To work with the relevant staff in the organisation and administration of assessed practical work.
- Trial/develop practical project ideas and resources as required.
- Help to prepare classrooms for open evenings, induction days, etc (including setting up practical demonstrations and computerised information).
- Help to prepare risk assessments for practical work and share with the other staff the monitoring of Health and Safety issues including safety notices, storage and safe handling of solutions and equipment.
- Work flexibly as a team to support Senior Links/Heads of School and Technicians across other subject areas based on need.
- Work with students on a 1-2-1 or small groups with a specific practical or CAD/ CAM focus.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/Trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the Trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Design & Technology Technician

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIREABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Practical experience in a technical or design context</li> <li>• Experience of multi-machine use</li> <li>• Experience of CAD/CAM use</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in Design &amp; Technology in an educational establishment</li> <li>• Experience of placing orders</li> <li>• Experience in preparing DT resources</li> <li>• Experience of PAT testing</li> <li>• Experience of IT software such as Adobe Illustrator, Corel Draw, Fusion 360 and PICAXE</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Understanding of Design &amp; Technology to A level standard (Design Engineering/Product Design)</li> <li>• Good general standard of education, including a minimum of GCSE equivalent in Maths and English at Grade C or above</li> <li>• Well-developed oral, written and interpersonal skills</li> <li>• Willingness to undertake further training relevant to the post</li> </ul>	<ul style="list-style-type: none"> <li>• A level DT qualification or equivalent</li> <li>• Evidence of training relevant to the post</li> <li>• Good IT skills</li> <li>• Evidence or knowledge of other engineering/technological disciplines</li> <li>• DATA machine training complete and in date</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Confidence in working with students in an educational environment</li> <li>• Ability to work creatively</li> <li>• Proficient in a range of practical skills, including soldering and the use of CAD/CAM</li> </ul>	<ul style="list-style-type: none"> <li>• Confidence and ability in demonstrating the use of equipment to students</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Experience of prioritising work under pressure</li> <li>• A “customer care/service” approach in working with staff, students and others</li> <li>• Enthusiasm for the role</li> <li>• Planned approach to own and work of others</li> <li>• Ability to communicate at all levels</li> <li>• Excellent organisational skills</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Ability to work independently or as part of a team</li> <li>• An interest in the education sector</li> <li>• A supportive and empathetic approach to students</li> <li>• Flexible approach to work including occasional flexibility in working hours</li> <li>• Commitment to continuous improvement and willingness to learn from experience and practice in this College and others</li> <li>• Awareness of health and safety issues</li> <li>• Commitment to equal opportunities</li> </ul>	

