



ST WILFRID'S RC COLLEGE

JOB DESCRIPTION

POST TITLE: DT Technician
GRADE: Band 5
RESPONSIBLE TO: Head of Department

Overall Objectives of the Post:

Under the guidance of senior staff: Provide specialist support in a specific curriculum/resource area, including preparation, and maintenance of resources and support to staff and pupils.

Key Tasks of the Post:

- **You will provide support for pupils. You will:**
 - Use specialist skills/training/experience to support pupils.
 - Provide feedback to pupils in relation to progress and achievement.

- **You will provide support for the teacher. You will:**
 - Create and maintain a purposeful, orderly and productive working environment.
 - Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
 - Assist in the development of lesson/work plans, administration of coursework, work sheets, etc.
 - Contribute to planning, development and organisation of systems/procedures/policies.
 - Be responsible for maintaining records, information and data, producing analysis and reports as required.
 - Promote and ensure the health and safety and good behaviour of pupils at all times.
 - Undertake marking of pupils work within specialist area and accurately record achievement/progress.
 - Administer and assess routine tests and invigilate exams/tests.

- **You will provide support for the curriculum. You will:**
 - Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
 - Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others.
 - Demonstrate and assist in the safe and effective use of specialist equipment/materials.

- Provide specialist advice and guidance as required.
- Implement agreed work programmes/practical lessons under the guidance of the teacher.

- **You will provide support for the school. You will:**
 - Assist in the maintenance of premises and equipment as required during school holidays.
 - Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
 - Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
 - Contribute to the overall ethos/work/aims of the school.
 - Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
 - Attend and participate in regular meetings.
 - Participate in training and other learning activities and performance development as required.
 - Recognise own strengths and areas of expertise and use these to advise and support others.
 - Line management of support staff as appropriate.
 - Implement planned supervision of pupils out of lesson times e.g. clubs/extra-curricular activities.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

The forthcoming Children's Services Act is likely to have implications for the future structure of the Council. As such, the duties and responsibilities attached to this post may be subject to change.

Reference: SGR

Date: April 2022