

Job Description Creative Technologies Technician

Hours 37 hours per week

Pay Scale Grade D SCP 5 - 8

Responsible to Leader of Learning for Creative Technologies.

Purpose - As Creative Technologies Technician at Witton Park Academy, you will support teachers in delivering high quality practical work, inspiring students, and enabling them to develop a deeper understanding of the subject area. You will also maintain excellent standards of Health and Safety in all areas of the department.

Context

The Creative Technologies department includes art, food, Music, design & technology (at KS3) and Engineering (at KS4). The Department is presently staffed by 2 food teachers, 2 art teachers, 1 Music teacher and 1 design & technology teacher. The successful candidate will have their own workshop to prepare materials and will become part of this enthusiastic and cohesive team and will be involved in the continual growth of Creative Technologies throughout this vibrant school.

Duties and Responsibilities

Learning Support

1. Demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff and under their direction
2. To provide full class support during practical lessons.
3. Assist departmental staff in developing appropriate resources for teaching and learning, including preparation for assessment
4. Prepare materials and equipment for lessons and projects and support exhibitions and the display of work
5. Ensure all students' work and unused material is returned to the appropriate storage area
6. Prepare CAD/CAM for lessons and projects in the faculty teaching areas for practical classes, including preparation of demonstration materials

Health and Safety

6. Ensure each workshop and kitchen including all machinery and equipment are properly maintained, ensuring the safety and wellbeing of students and staff
7. Ensure each teaching room (workshops, classroom and kitchens) are tidy, clean and free from all hazards
8. Maintain stock rooms, keep stock records and procure consumables and other items as required
9. Complete and regularly update risk assessments related to normal working tasks carried out, including tasks in the preparation room
10. Ensure all statutory health and safety regulations are appropriately adhered to in the workshops and kitchen preparation areas and storage areas
11. To maintain all necessary safety signs adjacent to machinery
12. Provide First Aid as required (voluntary)

General

13. Prepare materials and equipment for lessons and projects in faculty teaching areas for practical classes, including preparation of demonstration materials and resources, and the stocking of classrooms with consumable items.
14. Monitor stock levels and initiate any ordering or requisitioning of materials as required
15. Issue and recover tools for teachers and students
16. Take inventory of all equipment and supplies
17. To control and store safely all chemicals, flammables and specialised solutions ensuring that current Health & Safety regulations are adhered to.
18. To undergo any training and development relevant to the satisfactory performance of the job, as required
29. Participates in professional development activities as appropriate
20. To keep updated with developments within the art and design technology sector to ensure that the latest systems and equipment is available to the faculty.
21. To attend and participate in relevant meetings as required.
22. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
23. To undertake such duties as may reasonably be required, commensurate with the grade of the post at the initial or present place of work or at any of the faculty areas