

Role Profile					
Job Title	DT & Motor Vehicle Technician	Job No. (Office Use)		Band/Band Range-(for career grades)	
Reports to (Job Title)	Deputy Headteacher				
DBS check required	Enhanced DBS check required				
Job Purpose	<p>This post is split between two core roles: DT Technician and Motor Vehicle Technician.</p> <p><b>The IT technician's role</b> The Design &amp; Technology Technician's role is to be responsible for ensuring that all resources are planned and prepared ready for the lessons that the teachers are due to teach our students. You will also be responsible for maintaining classrooms, work spaces and storage areas to ensure that these areas are stocked in order for lessons to run smoothly.</p> <p><b>The Motor Vehicle Technician's role</b> is to support our Motor Vehicles department here at the school. The successful applicant will support the teaching of Motor Vehicles by developing, preparing and maintaining appropriate facilities, equipment and materials for use by teachers and students.</p> <p>This position is term time and permanent. Applications must be submitted to Katie Plant, PA to the Headteacher by close of play on Friday 13<sup>th</sup> July.</p>				
Decision Making	<p>The time allocated to these two roles will need to vary based on ongoing needs and will require a flexible and responsive member of staff who can time-manage themselves based on an accurate identification of workloads and priorities on each given day.</p>				

Accountabilities	<ul style="list-style-type: none"><li>• To assist the teacher in Promoting and ensuring the health, safety and appropriate behaviour of pupils/students at all times within DT and MV</li><li>• Support the teacher by planning and preparing resources and work areas in readiness for lessons within the DT and MV areas</li><li>• To ensure the security, stowage and good, safe state of repair of equipment used in these areas</li><li>• Ensure department/faculty leads are kept up to date with issues or concerns for further action</li><li>• Undertake other duties appropriate to the grade of the post</li></ul>
Demands	<p>There are periodic requirements for lifting, stretching and considerable physical effort required when preparing classrooms for lessons. The work may involve some crouching, stretching and working in awkward positions.</p>
Working Conditions	<p>Post holder mainly operates within classroom based conditions and there is regular background noise in the DT and Motor Vehicle areas. There may, on occasion, be the need to deal with emergencies in the classroom and deal with bodily fluids when providing personal care to students.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Experience, Knowledge and Qualifications</p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• 2 GCSEs (Grades A-C) or equivalent in English/Literacy and Mathematics/Numeracy <b>or</b> NVQ 3 Teaching Assistant or other relevant qualification e.g. NVQ 3 Early Years Care and Education etc.</li> <li>• Knowledge and experience of working with students in a learning environment</li> <li>• Knowledge and experience of using a range of strategies to deal with classroom behaviour</li> <li>• Knowledge and experience of providing general technical/resources support e.g. preparation of teaching materials, displays etc.</li> <li>• Awareness of and compliance with policies and procedures relating to Child Protection, Safeguarding , Health, Safety, and Security, Confidentiality and Data Protection</li> <li>• To work collaboratively as a team to undertake the roles of this position</li> <li>• To engage in CPL and Training</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Skills and Technical Competencies</p>	<ul style="list-style-type: none"> <li>• Post holder will encounter and find solutions to various problems while supervising classes and assisting in the development and production of curriculum materials, such as lesson/work plans, worksheets, marking of work, invigilating routine tests and helping to plan group and individual work programmes and review work activities in conjunction with teaching staff</li> <li>• Post holder has extensive contact with pupils and students, which involves mentoring, motivating, advising, guiding and imparting skills and knowledge, when cover is low, deployed to support student progress</li> <li>• Interpersonal and communication skills required to liaise with teachers, other academy staff, and academy leaders and at times outside agencies e.g. social workers</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Academy Standards</p>	<ul style="list-style-type: none"> <li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the academy's constitution and its policies and procedures.</li> <li>• Work within the requirements of the academy's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the academy's equalities policy and relevant legislation.</li> <li>• To understand the values and moral purposes of the academy.</li> </ul>