THE WALLACE HIGH SCHOOL
TECHNOLOGY TECHNICIAN

JOB DESCRIPTION

CONTRACT: Permanent contract

HOURS OF WORK: 35 hours per week, term time (38 weeks)
8.30am – 4.30pm, Monday to Friday (7 hours per day)

SALARY: NJC SCP 12 to SCP 17 (£22,183 - £24,491) pro rata

JOB PURPOSE

To assist all teaching staff in providing pupils at The Wallace School with a relevant and effective Technology & Design experience and ensure high levels of achievement.

The contract is based on 38 weeks of term time plus 10 additional days to be worked during the summer break or by agreement at other times with the Bursar. Please note holidays are not permitted during term time.

Principal Responsibility Areas

1. To assist Technology staff in developing appropriate resources for teaching and learning.
2. Under the direction of the Head of Department, to ensure that all Health & Safety requirements are met.
3. To assist in administrative duties.
4. To maintain and monitor consumables and equipment in Design & Technology to ensure all pupils are able to access a wide range of materials and processes as part of their Technology provision.
5. To assist teaching staff in promoting and raising the profile of Design & Technology within and outside School.
6. To support the development and delivery of Electronics, Computer Aided Design & Manufacture in Design & Technology.
7. Technicians are required to be part of the annual performance review scheme for support staff. Three objectives should be set, documented with the support of the subject Head of Department. A planning and review meeting should take place – one in September, one in June annually – to ensure successful progression along the pay scale. The Senior Teacher, who is the Technician Line Manager, will organise, in consultation with the Head of Department, a minimum of two professional development sessions annually for each Technician.

8. Term time contracts will include the days that teaching staff are working in school, i.e. Baker Days and Staff Development Days. The Head of Department will allocate work for Technicians on these days and/or agree for the time to be used for the completion of professional development modules.
9. Technicians will be expected to work in classrooms once the equipment has been set up, to support the work of the teachers and the learning of the students.
10. An annual inventory of resources is to be kept and updated in June of each year. The Technician will be responsible for the regular update of any Risk Assessment specific to the work of the subject and advise the Head of Department accordingly.
11. Technicians will routinely support one another, cover for one another during absence (as deemed suitable and safe by the Senior Teacher Line Manager) and actively support the induction of new Technicians.
12. Those on full time 35 hour Technician contracts will work 8.30am – 4.30pm with a 15 minute morning break and a one hour lunch break. From February half term to the period of Study Leave (normally mid-May), the time from 4.00pm – 4.30pm will be spent supporting the cover of 'Study Support' in the Sixth Form Centre.
13. With the agreement of the appropriate Head of Department, the Senior Teacher who is the Technician Line Manager, may allocate student supervision duties after school, similar to 'study support', throughout the year, from 4.00pm – 4.30pm.
14. Any other duties as required.

Key Tasks

- To prepare materials & equipment for practical lessons.
- To maintain machinery and equipment in accordance with Health & Safety requirements.
- Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Head of Department.
- To maintain and carry out weekly maintenance of all CAD CAM equipment.
- To ensure workshops are generally tidy for classes during the school day.
- To carry out a range of administration duties including: photocopying, and preparing teaching material and booklets.
- To maintain and monitor stock control.
- To assist the Head of Department in the ordering of materials and equipment.
- To carry out weekly material and equipment checks across all Technology rooms (including ICT equipment).
- To assist staff in preparing and setting up displays for outside competitions.
- To assist staff in the production and updating of Technology displays within the school.
- To be proficient in the use of the range of CAM equipment and provide technical support during lesson time.
- To be proficient in a range of CAD software and provide technical support during lesson time.
- To provide technical support to staff during lesson time as required.
- To be proficient in the use of a CNC Router and Laser Cutter.
- To provide support in electronic control systems.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of appointment.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.

Qualifications and Experience

Essential Criteria

- Applicants must hold a qualification in Design & Technology or related subject. (Level 2 [GCSE equivalent] or above)

Desirable Criteria

- Experience of operating a range of CAM equipment during the last five years.
- Experience of operating a CNC Router and laser cutter during the last five years.
- Hold a current qualification for operating a bandsaw.
- Experience of maintaining Design and Technology equipment in accordance with Health and Safety requirements.

The Board of Governors reserves the right to enhance the above criteria at shortlisting.

APPLICATIONS

It is preferred that application forms are emailed in Word format to recruit@wallacehigh.net. An acknowledgement will be sent by return of email. Applicants should ensure that they indicate clearly on their application form how they meet the criteria.

The closing date for receipt of application forms is **12.00 noon on Wednesday, 23 March 2022.**