

**JOB ROLE:** Deputy Senior Art and Design Technology Technician

**PAY BAND:** 5

**HOURS:** 37 hours/40 weeks per year

**REPORTS TO:** Senior Art and Design Technology Technician /  
Curriculum Director: Art and Design Technology Faculty

Trafalgar School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Trafalgar School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purposes:**

To manage and provide the technical advice and support in the practical and technical aspects of the curriculum by preparing, providing, maintaining, organising and managing resources for safe and secure practical work practiced in Art and Design Technology.

To work within the classroom with students, as directed by the teacher, demonstrating and supporting safe and sensible behaviour during practical tasks in classrooms.

To demonstrate and teach practical skills in Art and Design Technology.

Improving the learning environment of the school in completing construction and display commissions.

To deputise for the Senior Art and Design Technology Technician in their absence.

**Accountabilities:**

1. To be aware of Health and Safety legislation and best practice guidelines regarding the proving of teaching and learning activities at Trafalgar.
2. To oversee and support the work of the Art and Design Technology technician on a daily basis, ensuring the provision for their professional development is of the highest quality.
3. Set up demonstration equipment, prepare and construct materials/equipment, physical demonstration/operation of equipment for members of staff when this requires the application of acquired skills within the Art and Design Technology Faculty.
4. Assist the class teacher in the development of lesson frameworks and technical facilities to meet teaching/learning needs including assisting in planning layout of facilities and advice on specialised requirements in furniture, fittings and services.
5. Provide continuous support and advice on safety to students during practical work.
6. Assist with classes performing demonstrations and working 1:1 with students or in small groups.

7. Support with the day-to-day organisation and development of other technical staff and newly qualified teachers, teaching assistants and students to ensure that standards of practical work are maintained.
8. Undertake duties in specific practical areas as specified by the Faculty Leader / Senior ADT Technician, regarding the following areas:
  - a. Setting up demonstration experiments and class equipment.
  - b. Constructional work including making some ancillary equipment for teaching aids.
  - c. Identifying when stocks are running low and ordering new stock, based on minimum requirements set by the Line Manager, in order to ensure ingredients and equipment are always available.
  - d. Checking, recording and storing supplies when received at the school.
  - e. Undertake to keep all equipment and cupboards clean, including the cleaning of the cookers, sinks, fridges and freezers.
  - f. Ensure the linen is washed on a daily basis and repaired if necessary.
9. Assist with display work within the ADT classrooms and corridors.
10. In accordance with Health and Safety regulations, maintain and take care of the stock and equipment, including periodic visual and/or physical safety checks:
  - a. Routine day to day maintenance of equipment.
  - b. Routine visual checks of equipment to include machines, furniture and cookers
  - c. Organise and maintain the orderly, clean and safe storage of consumable materials in the Department's stores.
  - d. Organise the annual or periodic servicing of appliances and equipment and maintain in working order by organising repairs where necessary.
  - e. Check the condition of work stations, appliances and equipment.
  - f. At the end of lessons, clearing away and cleaning equipment and appliances as required.
11. To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.
12. To participate in professional learning (including INSET and twilight INSET sessions) and Appraisal, contributing to the identification of own professional development needs.
13. To participate in the Personal Development curriculum for our students, leading events as required.
14. To attend staff meetings as published in the whole school diary.
15. Attending school events when needed such as Open Evening.
16. To participate professionally in own line management meetings, appraisal review meetings and team meetings.
17. To promote students wellbeing by undertaking supervision of students during breaktimes as timetabled.
18. To take responsibility for your own wellbeing.
19. To be a form tutor and play an active role in promoting their House ethos.
20. To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.

21. At the discretion of the Executive Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

*This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.*

signed: \_\_\_\_\_ date: \_\_\_\_\_

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