



## **Part Time (Term Time) Design and Technology Technician**

Starting Salary: £31,417 full time pro-rata. Actual pay circa £17,000 per annum

Starting Date: Tuesday 26<sup>th</sup> August or as soon as possible thereafter

Hours: 3 Days a week (7,5 hours per day) term time only – 08:30-17:00

The Design and Technology technician will be responsible for supporting the Design and Technology staff, predominantly within textiles.

These responsibilities will include the following:

- 1) To meet the technical support/resource requirements of all teaching staff efficiently under the guidance of the Curriculum Manager for the Arts and Technology
- 2) Preparation of teaching aids and providing technical advice and assistance to teaching staff and students
- 3) Maintaining accurate records and the secure and safe storage of all resources in Design and Technology
- 4) Ensuring the security of all studios and equipment at the end of the day/end of term and general maintenance of workshop facilities.

### Textiles area

- 5) To be responsible for all textiles within the preparation area and studios
- 6) Advising staff and students on all aspects of health and safety with regard to textiles teaching

### All other areas

- 7) Completing displays in and around the Academy and working under the direction of the Curriculum Manager for the Arts & Technology in displays and exhibition preparation
- 8) Responsible for the maintenance of all display 'furniture'
- 9) Attending departmental meetings to contribute to their development and future achievements
- 10) Responsible for the preparation of all 2D and 3D materials, setting up and checking machinery and equipment for teaching purposes in all studios.

The Design and Technology technician is line-managed on a day to day basis by the Curriculum Manager for the Arts and Technology, through the Lead Technician for the Arts and Technology:

- Academy holidays, time in lieu offered when working outside of core hours
- Any issues regarding health and safety, i.e. faulty equipment and machinery, electrical faults, maintenance work etc, which should be immediately identified to the Lead Technician
- Any other jobs which are not day to day but which might require authorization regarding health and safety should be brought to the attention of the Lead Technician