

# Glebe School

*An ambitious, inspirational trust, providing outstanding learning and support*

## JOB DESCRIPTION

### DT Technician

<b>General duties and responsibilities</b>	<ul style="list-style-type: none"><li>• Monitor the condition and availability of departmental tools, equipment, and machinery, ensuring resources are in safe working order and comply with health and safety standards.</li><li>• Carry out maintenance tasks including sharpening tools, replacing blades, and emptying dust extraction systems.</li><li>• Organise and implement a planned maintenance programme for equipment including CAD/CAM systems.</li><li>• Maintain a well-ordered, up-to-date inventory of tools, equipment, and consumables, and inform staff of any missing or damaged items.</li><li>• Carry out weekly checks of tool inventory and consumable stock</li><li>• Take responsibility for ordering departmental materials and resources, managing stock control, and notifying staff when supplies are low.</li><li>• Maintain a tidy, safe, and well-organised environment in storerooms, workshops, and preparation areas.</li><li>• Prepare raw materials, tools, and resources in advance of lessons, based on teacher instructions and curriculum needs.</li><li>• Assist teaching staff in delivering practical learning experiences by preparing materials, setting up equipment, and supporting pupils during tasks.</li><li>• Create and maintain an organised and engaging workshop and classroom environment that supports pupil learning.</li><li>• Support teaching staff with the display and organisation of pupil work within the department.</li><li>• Support teachers in explaining basic CAD/CAM and ICT functions to pupils and assist them in using workshop technology effectively and safely.</li><li>• Use agreed strategies, in liaison with teachers, to support pupils in achieving their learning objectives.</li><li>• Support teaching staff with classroom management, including addressing behavioural issues and reporting concerns as necessary.</li><li>• Supervise pupils during practical sessions, ensuring their safety at all times and encouraging them to engage fully and independently in classroom activities.</li><li>• Establish positive working relationships with pupils, acting as a supportive and professional role model and reporting progress or concerns to teaching staff as appropriate.</li></ul>
<b>Other specific duties</b>	<ul style="list-style-type: none"><li>• Play a full part in the life of the school community, to support its distinctive visions and values and to encourage staff and pupils to follow this example</li><li>• Be aware of and comply with school policies and procedures relating to safeguarding, health &amp; safety, security, confidentiality and data protection</li></ul>

	<ul style="list-style-type: none"> <li>• Report pastoral and safeguarding concerns/ incidents to DSL and record all information on CPOMS</li> <li>• Adhere to the Staff Code of Conduct, and other policies relating to staff</li> <li>• Demonstrate a record of excellent attendance and punctuality</li> <li>• Be aware of in-school procedures and confidential issues and to keep confidences appropriately</li> <li>• Maintain effective communication with all staff members</li> <li>• Demonstrate suitability to work with children</li> <li>• Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>• Support the delivery of whole-school initiatives including literacy, numeracy, and intervention programmes as required.</li> <li>• Undertake a duty during non-lesson times, at either breaks or lunchtimes.</li> <li>• Accompany pupils and staff on educational visits, taking responsibility for pupil safety within an allocated group.</li> <li>• Appreciate and support the work of other professionals</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Participate in the school's performance appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance</li> <li>• Any other duties as reasonably requested by the Headteacher</li> <li>• Satisfactory references and an enhanced DBS are required</li> </ul>
<b>Safeguarding</b>	<p><b><i>Glebe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo a child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. This role is exempt from the Rehabilitation of Offenders Act.</i></b></p>