

**JOB FAMILIES ~ Curriculum Support Team**

**Job Title: Design Technology Teaching Assistant/Technician**

**Grade – JG5**

<b>Role purpose:</b> The responsibility and expertise of the role is mainly focussed around ensuring staff and students are working in a safe environment and preparing resources for classwork.	
<b>Typical activities</b>	<b>Knowledge, skills &amp; experience</b>
<ul style="list-style-type: none"><li>• Daily health and safety checks on machinery before being used by students</li><li>• First line servicing of machines and equipment to ensure safety, this includes maintenance cleaning, oiling, sharpening and minor repairs, arranging regular safety inspections of all machinery</li><li>• Ability to use machinery to support the smooth running of the department, including the ability to machine new parts to maintain equipment, produce jigs and templates and make moulds to support student classwork.</li><li>• Control and store safely all chemicals ensuring that current Health &amp; Safety, COSHH and ESCC regulations are adhered to, ensuring the workshop areas are kept secure, clean, tidy and free from all hazards</li><li>• Responsible for updating Risk and COSHH Assessments</li><li>• Ensures departmental first aid boxes are kept up to date and stocked</li><li>• Order material and equipment and maintaining an inventory of stock.</li><li>• To provide support to all classes within Technology as required</li><li>• To assist in planning of activities and assist in the delivery to provide 1:1 tuition to students on the safe use of machines</li></ul>	<p>The successful candidate should have</p> <ul style="list-style-type: none"><li>• qualifications in Literacy and Numeracy equivalent to GCSE grade A* - C or level 2 on the National Vocational framework</li><li>• At least 3 years relevant technical experience</li><li>• To be able to demonstrate practical skills with machine tools.</li><li>• Experience of working in CAD/CAM environments</li><li>• Working and supporting young people will be an advantage.</li></ul>

<b>Performance measures</b>	<b>Competencies</b>
<p>Quantifiable objectives ~ e.g.  Feedback from colleagues, contractors and the general public  Key Performance Indicators (where available)  Line manager assessment</p>	<p><u>Team Working</u> ~ cooperation and flexibility, contributes positively by sharing information and supports team consensus  <u>Outcome focused</u> ~ delivers specific pieces of work to agreed specifications.  <u>Problem Solving &amp; judgment</u> ~ confident in making decisions within guidelines  <u>Planning &amp; Organising</u> ~ prioritises what is important in line with team &amp; service goals  <u>Business Awareness</u> ~ understands the role of others in relation to the impact on own role and recognises how decisions made in other areas can impact on them.</p>