



Harlesden Road, Willesden, London, NW10 3RN

JOB DESCRIPTION

DT Technician

(including Graphics, Resistant materials and Food Technology)

**Salary - Scale 4 Point 7 £25,584 pa pro rata – Scale 4 Point 11
£27,269 pa pro rata (Based on experience)
Plus London Weighting £2230 pa pro rata**

Working hours: 36 hours per week, Term time only plus 2 weeks

Introduction

Newman Catholic College is a diverse and dynamic learning community in North West London. We are an inclusive school of faith where our emphasis is on the development of the whole person.

We are an "Outstanding" Catholic School (CSI Section 48) and have been consistently rated a "Good" school by Ofsted, most recently in May 2022. Newman Catholic College is an inclusive school that has the highest of expectations for all its students. We believe that the motto, *"Everyone Counts, Everyone Contributes, Everyone Succeeds"* best encapsulates the ethos and values of the community we have established.

Purpose of the Post:

- Provide assistance and information in a specialist technical area as required in the preparation of resources for practical lessons that meet both the health and safety standards and requirements of the classes involved. To provide support and advice to teaching staff and students under the guidance of the Curriculum Leader.

Main Duties and Responsibilities:

- To assist in the preparation of materials, equipment, resources experiments and teaching aids for classroom use as directed by Curriculum Leader
- To tidy up and clean workshops, food laboratory or other relevant working areas, materials and equipment, including breakages, spillages and disposing of waste materials so as to ensure a safe and hygienic working environment at all times
- To construct, assemble and modify equipment in preparation for lessons, as directed
- To assist in the production of teaching materials
- To assist with exhibitions, demonstrations and displays as requested
- To order materials for the department at the direction of the Curriculum Leader including Food technology, Resistant Materials and Product Design resources.
- To check deliveries of resources and equipment, ensuring all resources are checked and stored hygienically, safely and securely
- To issue and receive back resources, check for missing and damaged equipment against inventories and inform relevant members of the teaching staff
- To organise and store the relevant materials, equipment and resources in an organised, safe and secure manner. To undertake stock checks of materials and equipment in accordance with the established system and report stock levels to the Curriculum Leader
- To assist in the maintenance of equipment and resources to ensure good safe working order of all resources, including routine testing and checks, assistance in servicing and undertaking minor repairs as necessary
- To be familiar with and advise staff and pupils on particular hazards of chemicals, materials and equipment in line with COSHH, CLEAPPS and other relevant health and safety guidelines. To remain aware of current safety guidelines and legislation
- To assist in the completion of risk assessments for technician activities. To ensure documents of risk assessments are maintained and reviewed on a regular basis, in accordance with guidance provided by the Health & Safety Officer

- To work to the established organisational practices of the department so as to ensure the efficient organisation of work and storage areas, ensuring that all working areas are left in a safe and secure state at all times
- To undertake various administrative duties as requested, such as filing, monitoring the availability of worksheets and costing projects
- Assist with the use of and maintenance of CAD/DAM, 3D Printing and laser cutting machines.

Additional specialist duties for design and technology technical support:

- To prepare specialist tools/equipment/materials (as qualified)/food preparations
- To monitor and achieve the efficient organisation of the work and storage areas in the workshops and to ensure the cleanliness, safety and security of these areas at all times. To report any concerns to the Curriculum Leader
- To assist staff and students with the use of all key equipment

General responsibilities

- To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the department
- To be responsible for your own continuing self-development, undertaking training as appropriate
- To undertake other duties appropriate to the grading of the post as required.

How to Apply:

- To apply for this exciting opportunity, please complete the application form available on <https://www.ncc.brent.sch.uk> under Information > Vacancies, and submit it along with a supporting statement outlining your suitability for the role, your vision for the Faculty, and your leadership experience. **The closing date for applications is 10th July, midday. Interviews will be held on Monday 14th July.**
- Visits to the school are welcome and encouraged. Please get in touch if you would like to arrange this: We would be more than happy to show you

around, and answer any questions you may have in advance of the interview.

- Newman Catholic College is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.
- Appointment is subject to a clear, enhanced DBS check.
- Application forms must be completed and are available from the school website or by phoning the school office on 020 8965 3947. Please note that CVs will not be accepted. Completed forms should be returned directly to Newman Catholic College at the above address or via email to trohan@ncc.brent.sch.uk.

Please be advised that this vacancy may be closed prior to the advertised closing date should a suitable candidate/s be identified.

PERSON SPECIFICATION

Job Title: Technician – Design & Technology

Department: Design & Technology

| Attributes | Essential | Desirable | How Identified |
|--|---|--|----------------------------|
| <u>Relevant Experience</u> | | Practical experience of working in a supportive role in teaching design & technology related subjects | Application form/interview |
| <u>Education & Training</u> | Attainment of GCSE's grade C or above, or equivalent level 2 qualifications to include English and Maths (or the ability to demonstrate an equivalent level of knowledge and skill through practical experience | Basic Health & Safety certificate. Basic Food Hygiene Certificate | Application form |
| <u>Special Knowledge & Skills</u> | Experience with materials and procedures subject to COSHH Regulations. Basic ICT and clerical skills. Good organisational skills. | Awareness of current scientific developments in education. The ability to use CAD/CAM is an advantage, as is working knowledge of 3D printing, robotics, Laser Cutters and/or computer processing and design. | Application form/interview |
| <u>Any Additional Factors</u> | Self-motivated | | Interview |

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| | <p>Enjoys working with children/young people.</p> <p>Ability to work on own initiative and as part of a team</p> | | |
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