**D&T Technician Job Description**

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| Role title | D&T Technician |
| Purpose of role | To work with teachers as part of a professional team to support learning by providing technical assistance, through the preparation and day-to-day maintenance of teaching areas and equipment for students |
| Working hours | 35 hours per week for 39 weeks per year (term-time only position) |
| Line Manager | Head of ADT |
| Grade of Post | Scale 2 (11-13 points) |

Key Duties:

1. Prepare specific resources, materials and equipment for lessons, as directed
2. Maintain sufficient supplies of materials to enable delivery of lessons
3. Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse
4. Clean and undertake day-to-day maintenance of equipment as needed and as directed to ensure it is clean and in good working order
5. Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting and serious hazards to the line manager
6. Undertake basic record keeping, as directed
7. Assist in delivering practical learning activities for students
8. Order supplies as directed

All support staff are expected to:

* Support the school values and ethos
* Follow school policies, practices and procedures
* Participate in the annual appraisal system
* Support equal opportunities measures and promote anti-discriminatory practice
* Support safeguarding and child protection measures and promote the welfare of students
* Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

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| Name of employee: | Signature: | Date: |
| Name of line-manager: | Signature: | Date: |