



Design and Technology Technician

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

TERM-TIME ONLY – 21 HOURS PER WEEK

LINE MANAGER: Head of Design & Technology, Mr A Maskell

JOB DESCRIPTION

Main Purpose of Post:

To support the smooth running of Product Design and CAD/CAM within the Design & Technology department. Prepare teaching resources, maintain the equipment and the teaching environment to a high standard, and support the teachers in lessons; all of which enhances the learning experience for students.

Duties and Responsibilities will include:

Maintenance Duties

- Ensure that workshop equipment/machinery is regularly inspected for safety and maintained (replacement of blades, parts, etc.).
- Carry out various practical tasks to further the development of the department and its accommodation.
- Replacement of consumables.
- Other duties as required by the Line Manager.

Learning and Teaching Support

- Lead demonstrations of key machines for pupils, when required.
- Work alongside teachers in supporting the designing and making of products in lessons and occasional lunch times/activity sessions. This will primarily be for GCSE work but also for other specific support, when required.
- One-to-one support with students with specific needs to aid their progress within Technology.
- Maintain the storing and displaying of resources and student work.
- Utilise CAM machinery to support teachers in producing student work. Undertake further training, if required, in this field to support teaching staff in development of CAD/CAM.

Stock Management and Ordering

- Manage the ordering of consumables and materials in an organised and timely fashion to enhance the smooth running of the department. Work with teaching staff to produce project/resource ordering lists.

- Take delivery of stores and materials, making arrangements for their general storage and preparation.

Other Duties

- Keep all store/prep rooms/classrooms in a clean and tidy condition.
- Collaborate in the development of the department, workshop and facilities.
- Work occasionally within a team to aid construction of stage production sets.
- Prioritise workload as directed by the Line Manager.
- Maintain good working communication with the Line Manager.
- Attend all health and safety training courses as determined by the management of the School.
- Maintain confidentiality at all times in respect of school-related matters.
- Any other reasonable duties as directed by the Line Manager or members of the Leadership Team.
- Hours to be worked with reasonable flexibility around the working days/normal hours agreed if requested in advance to meet the requirements of the school during term-time and school holidays.

The School

Ballard is an award-winning independent, co-educational, day school for children from Nursery (2 years) to GCSE (Year11). We have recently been awarded the highest accolades in our latest ISI and OFSTED inspections – *Excellent & Outstanding!* We currently have approximately 430 children in the School and we are situated on the edge of New Milton and close to both the New Forest and the sea, set within a wonderful 32-acre site.

We are a family school with Christian values which offers an all-round education within a nurturing and supportive environment. We believe that children flourish and achieve if kept happy, fulfilled and stretched through a wide range of activities including sport and the performing arts.

Pay and conditions

To be agreed at interview / on appointment.

Alastair Reid (Headmaster) May 2018