

THE ROMSEY SCHOOL

DESIGN TECHNOLOGY TECHNICIAN (FOOD, TEXTILES & ART)

JOB DESCRIPTION

Grade:	Scale C
Role Profile:	RP01532
Hours:	30 hours per week Food & Textiles Department 7 hours per week Art Department 40 weeks per year
Responsible to:	The Curriculum Leader for Design & Technology Textiles/ The Curriculum Leader for Art
General Information:	The Design Technology faculty and the Art Faculty covers a range of Subject disciplines and has its own specialist rooms.

Main Duties

1. Routine maintenance of machines and equipment in workshops and classrooms (Food, Textiles and Art).
2. Assisting teaching staff daily to have resources needed to deliver successful lessons providing pupils with the right resources for the right job.
3. Preparation, weighing and cutting of materials as directed by subject teachers.
4. Cleaning and maintenance of workshops as required by subject teachers, with specific cleaning at the end of each half-term
5. Photocopying, laminating and collation or work as required by subject teacher, with filing of key resources
6. Liaising with other technicians as required.
7. Changing classroom and corridor displays throughout the year to focus on the success of the pupils
8. Maintenance of sewing machines, arranging for annual servicing.
9. Writing regular items for the school newsletter, celebrating events and work within the subject areas
10. Organisation of storage of equipment and materials and ordering of supplies
11. Working closely with Curriculum Leaders in all areas of Textiles, Food and Art to assist with changing schemes of work, storing of pupils work and ensuring health and safety rules are always adhered to
12. Training will be given to enable Technician to plan and arrange trips to promote the subject areas at key times of the year.
13. Assistance with key events in the year such as Open Evening, Art show etc.,

Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for, or come into contact with.