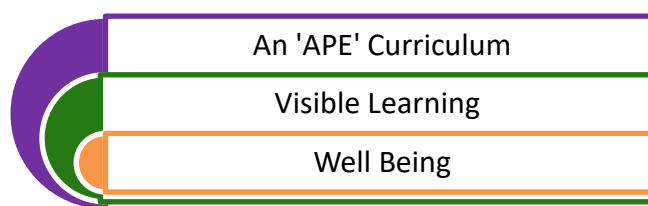


**Stormont House School**  
**DT / ART Technician required for**  
**Outstanding Special School in Hackney**  
**Job Description/Person Specification**  
**Point 12 to Point 15 (Term time only)**  
**£22,289 to £24,049, (actual salary)**  
**36 hours per week**

**Our Vision**

Achievement for all in a unique world-class school

**Whole School Priorities 2017-20**



**Purpose of the Role:**

- To provide technical support to teaching staff in the Design and Technology department and the Art Department.
- To provide support for students, teachers and other staff in order to
- encourage students to become more independent learners

**General Duties and responsibilities**

- To work under the direction of the DT / Art Subject Leaders, to support the learning of whole classes, selected groups or individuals as instructed.

**The following list of duties is not intended to be exhaustive, but to act as a guide to the range of duties undertaken.**

- Support practical workshop sessions with supervision, practical instruction and demonstrations.
- Setting up equipment for lessons as required.
- Maintenance and adjustment of all power machines (band saws, lathes, miller, planer, circular saw, grinders, sanders, router etc. and recording of checks – ensuring safety and reliability
- Maintenance and setting up of all CAD/CAM equipment. Checks to be recorded for health and safety records.
- Maintenance and sharpening of all hand tools.
- Stock keeping and ordering of all departmental materials and equipment, maintaining a record of departmental spending.
- Producing Teaching aids and updating displays and visual material around the department.
- Maintaining H&S records
- Equipment checks, Risk Assessment, COSHH, ESCC etc

## **Communication**

- Working in a confidential manner at all times with regard to both the support of students and wider school team.
- Participating in appropriate and relevant training as identified by the line manager or the Senior Leadership Team.
- Carrying out all duties in the context of, and in compliance with, the School's Equal Opportunities, Health & Safety and other relevant policies.
- Any other duties that may be required of you to assist in the smooth running of the school as instructed by the class teacher, line manager or senior management. These may include ensuring all equipment is available and ready for use at the start of each lesson; keeping the classroom tidy and well-organised; prepare resources for classroom use; photocopy materials; mount work for display.
- The school provides the opportunity for training in First Aid for which an allowance is paid.
- This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

## **General requirements:**

- Applicants must have the ability to work co-operatively with other professionals in a multi-disciplinary setting to meet the needs of the students.
- Enhanced CRB check
- Strong commitment to furthering equalities in both service delivery and employment practice
- The post holder must at all times carry out his/her responsibilities with due regard to the Hackney Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with the Hackney Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

*At a time of rapid educational change, job descriptions cannot be prescriptive. It may be that some alteration is necessary as circumstances dictate, and as new needs arise. To avoid 'drift', the particulars of a job description should be reviewed annually as part of the appraisal/performance management process.*

**SELECTION CRITERIA for the post E=Essential, D=Desirable**

1.	<b>Qualifications</b> Possession of appropriate certificates / Willing to undertake any additional training as required	E	
2.	<b>Experience</b> Experience of undertaking a range of design / art related tasks	E	
3.	Previous experience of working in a design technology / art environment	E	
4.	Experience and knowledge of working with ceramics and the firing process of a kiln		D
5.	(CAD/CAM) experience of Techsoft 2D Design programme and Laser Cutting		D
6.	ICT Skills	E	
7.	<b>Knowledge</b> Knowledge of Health and Safety legislation as it relates to the working of a school	E	
8.	Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals.	E	
9.	Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.	E	
10.	Knowledge of a range of design techniques.	E	
11.	<b>Skills</b> Ability to maintain a range of tools and equipment.	E	
12.	Ability to prepare equipment and materials for lessons, as requested by the teaching staff.	E	
13.	Ability to work in an organised and methodical manner.	E	
14.	Ability to identify work priorities and manage own workload.	E	
15.	Ability to establish positive relationships with students, including those with special educational needs.	E	
16.	Ability to maintain accurate work records and maintain inventories.	E	
17.	Ability to work effectively as part of a team.	E	
18.	Ability to demonstrate commitment to Equal Opportunities.	E	
19.	Willingness to participate in further training and developmental opportunities offered by the school to further knowledge.	E	