JOB DESCRIPTION

JOB TITLE: Academy Technician (Design and Food Technology)

SALARY SCALE: 3 (36 ½ hours per week, term time only + 2 weeks)

1.0 JOB PURPOSE:

1.1 To support the teaching and learning within the Design and Food Technology Department.

1.2 Demonstrating and offering technical skills and guidance for students.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To maintain inventories of stock, organise equipment and liaise with staff to produce requisitions.

2.2 Keeping stock rooms and tool rooms tidy.

2.3 Responsible for Health & Safety standards within the workrooms taking action as required to maintain standards.

2.4 To work extensively in the classrooms, utilising a greater number of lessons, assisting teachers and preparing materials when required.

2.5 In liaison with class teachers carry out demonstrations of specific techniques to support the teaching and learning of students.

2.6 To organise cover work and equipment for absent teachers supplied by the Assistant Principals of Faculties.

2.7 To organise tasks and supervise students on work experience.

2.8 To attend departmental meetings.

2.9 To work with the FSM to create and maintain academy displays as required, promoting the Departments achievements throughout the academy.

2.10 To liaise with IT technicians with relation to problems/complications with ICT equipment.

2.11 Responsible for the maintenance and cleaning of Technology equipment.

2.12 To carry out simple repairs of equipment and arrange for necessary repairs with outside agencies.

2.13 Such other duties as may be commensurate with the grade and nature of the job.

3.0 Supervision received

Operational Supervisor: Assistant Principal of Faculty

Level of supervision: Plan own work to ensure the meeting of defined objectives.
4.0 Special arrangements

The academy operates within the city council guidelines and procedures.

All support staff are expected to take a half hour lunch break in line with the academy and to keep an accurate record of hours worked. Signing in and out procedures must be adhered to.

The post holder will be subject to a satisfactory Disclosure and Barring Service (DBS).