



JOB DESCRIPTION

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

POST: **Design Technology and Art Technician**
Point (NSB Trust Support Scale range 2-3)
37 hours, 39 Weeks per Year (Term Time plus 5 Training Days).
8:30am-4:30pm Monday-Thursday
8:30am-4:00pm Friday
30 mins unpaid lunch daily (varies)

Line Manager: **Head of Art and Design**

All staff are expected to:

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct
- maintain high standards in their own attendance and punctuality
- work as a member of the support staff team and to contribute positively to effective working relationships
- communicate effectively with fellow members of the team
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description



The duties of teacher support staff will include any activities which allow the teaching staff to become more effective in the classroom.

Specific roles and responsibilities:

- Liaising with the Head of Art & Design and the Subject Lead for Art.
- Be prepared to undertake training in the use of CAD/CAM.
- Working within classrooms and workshops supporting teaching and learning for both students and teachers, particularly when using CAD & CAM.
- Undertaking specialist training to ensure competent operation of DT tools and machinery.
- Maintaining machines and equipment including the sharpening and maintenance of tools and keeping records of this.
- Organisation of safe and secure racking for tools, equipment and materials in the Art and DT areas.
- Undertaking specialist training in Level 2 Food Safety & Hygiene
- Preparing materials for classes and individual projects, including those needed for Food Technology.
- Organising stock control within Art and DT ensuring stock has ID numbers (if needed).
- Preparing and processing of Art and DT orders, of materials, equipment & ingredients to ensure that the Team receives the best value from suppliers.
- Checking deliveries and following-up on outstanding items.
- Controlling and safely storing all chemicals, flammables, and specialised solutions, ensuring that current Health & Safety, COSHH and relevant British Standard regulations are adhered to.
- Arranging and maintaining Health & Safety records and audits, liaising with the school's H&S consultants.
- Support with any 'sharps' checks as and when required.
- Being prepared to undertake First Aid training to support the Design Technology area and across the school if required.
- Supporting with the maintenance and preparation of display throughout the department.
- Photocopying and inputting data to support the Team.
- Supporting the Head of Art & Design and the Subject Lead for Art with any administration needs to help with the smooth running of the curriculum area.
- Any other duties as requested from time to time by the Headteacher or his agent.

(Job Descriptions are not exclusive or exhaustive, some of these tasks are daily, weekly, termly or annually. The nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



Northampton School

Nurturing Success



Support Staff are actively encouraged to undertake First Aid training in order to ensure that adequate first aid cover is always available in the school.

The school has a uniform policy for students. It is therefore expected that staff will also follow the same high standards.

The Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. Shortlisted candidates are asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

May 2025