

Job Information

All information to be as shown on organisation chart.

Job Title: TATA Technician Directorate: Children's Wellbeing	Division: Schools	Section: Aylestone School
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Responsible to: Head of Faculty Technology and the Arts (TATA)

Functional Links: TATA Faculty including the following subjects: Art; Food; Design Technology. ICT Support. Finance.

Main Purpose of Job:

To support teaching staff in the 3 subject areas listed above.

Estimated proportion of time between the team needed for each subject: Art – 30% Food - 30%; Design Technology- 40%

This will be variable week to week depending on time of year; priority to be given to examination groups and their work, then supporting public events/exhibitions, then routine work supporting Aylestone TATA lessons and collaborative work with local primary schools.

Main Duties and Responsibilities:

Safety

Responsibility for the preparation of materials and equipment for teaching throughout the Faculty and ensuring appropriate safety check/certificates are in place.

The carrying out of regular documented checks of all machinery and equipment, and to take action in order to ensure that **all** equipment is maintained at a level that meets the safety requirements set down by the policies of the School and the County including if necessary the annual PAT testing of all electrical appliances within the Faculty.

Regular maintenance of all machinery and equipment in order to maintain it in good order and safe condition. Carry out safety and hygiene checks daily and weekly as required.

To inform the Head of Faculty in writing of any problems or short-comings

To take direct action where students do not follow correct safety precautions or are endangering themselves.

Supplies

The setting up and maintaining of an efficient system of storage across all subjects.

Regular checking of when stocks are low and ordering replacements as and when required with authorisation from Head of Faculty.

Maintenance

Maintenance of the dust-extraction systems within the workshop areas. General refrigerator management. Management of food and cleaning materials, including filling up washing up bottles, oven cleaning, cleaning of tins,/baking sheets as appropriate and checking student cupboards as time permits. Ensuring Art equipment is maintained and stored correctly after each use.

Care of cookers and refrigerators.

The carrying out of repairs to fittings and equipment throughout the Faculty.

A shared responsibility with teaching staff to develop effective methods of organising the equipment and teaching environments in order to gain the maximum effect for staff and students.

A responsibility to be aware of the practical and material requirements of the Faculty and to assist the Head of Faculty in ensuring effective provision of materials and equipment.

Reporting any damage to teacher/Head of Faculty.

Lesson support

Preparation of Faculty demonstrations or tastings as required.

To assist with the preparation of materials/ingredients as required.

Preparation of worksheets for lessons. Word-processing, downloading of digital pictures, booking of ICT facilities, and other ICT support as necessary.

Photocopying and collating examination sheets.

Prepare rooms for lessons as request by teachers.

Forward planning with teachers' requirements for future lessons.

Technical support with learning in lessons as required.

Skills required (between the team)

To be qualified, or willing to train, as a First Aider.

To be familiar with, able to operate and the maintenance of CAD and CAM (CNC) equipment within the Faculty. The carrying out of required setting up and machining.

To use ICT to fulfil duties.

To hold current certification or be willing to undertake training in the operation and setting up of all machinery within the Faculty.

To hold a food hygiene certificate (to be renewed 3 yearly).

To hold a DATA training certificate (to be renewed 5 yearly).

Miscellaneous

To respond to other reasonable requests to support the Faculty including ICT support.

To assist students in the safe use of equipment and carrying out of processes in line with the level of assistance required by teaching staff.

Other Information

Disclosure Type: Enhanced.

General information

The post holder will be required to comply with the organisations' policies and procedures.

The organisation has a no-smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety at Work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding Procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this job description may from time to time be undertaken by the post holder.

Date Job Description reviewed:	June 2014
Head Teacher Name:	Head Teacher Signature: Date:

