



Job Description

Job Title:	Construction & DT Technician Demonstrator
Salary:	£18,000 to £21,000 (FTE) depending on skills
Responsible to:	Director of Built Environment
Relationships:	<u>Internal:</u> Construction & Design Staff; Technical Support staff; SENCO; Site and Cleaning Staff; Pastoral and Administrative Staff; Students; SLT <u>External:</u> External Contractors; Sponsors and Employer partners; UTC Governors; LA and Council representatives; Visitors and Parents.

Main Purpose of Job:

The post holder will work closely with the Construction & Design Teaching team to support the delivery of practical lessons. They will prepare and maintain resources and equipment; offer in class support and demonstration of specific practical activities; ensure that risk assessments are complete and up to date and health and safety protocols are followed in the delivery of Construction and Design lessons and in the use of specialist equipment; and act to support learners in Construction and Design lessons as directed by the SENCO when other duties will allow.

Main Duties and Responsibilities to include

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Preparation of materials and equipment

- Carry out risk assessments for technical activities
- Dispose of waste materials
- Collecting apparatus and materials from storage
- Preparing necessary raw materials for use
- Checking individual components in and out for class use
- Arranging for apparatus including worksheets, books and audio-visual aids to be available in classrooms for lessons
- Preparing practical activities, setting up apparatus and equipment for demonstrations and practical lessons as requested by specialist teaching staff
- Returning apparatus, etc. and materials to storage as soon as practicable

Ensure a healthy and safe working environment for the DT Department:

- Coordinate the assessment, monitoring and review of both health and safety procedures and information resources
- Keep up to date with current procedures and practices through continuing professional development
- Provide technical advice to the Construction and DT Teams on health & safety issues
- Ensure the safe treatment and disposal of used materials, including hazardous substances, including responding to actual or potential hazards
- Ensure the healthy and safe storage and accessibility of equipment and materials.



Assist in setting up and monitoring systems for the management and control of resources including:

- Stock control, order compilation, liaising or negotiating with suppliers and maintaining records
- Financial records of departmental expenditure
- Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy
- Filing and storage of paper and online resources as required.

Support the Lead Teachers of Construction & Design by:

- Undertaking routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard
- Photocopying, maintaining and analysing the department's exam papers and other examination material/resources
- Assisting in the maintenance of the department's classroom and corridor notice boards
- Demonstrating flexibility in supporting departmental activities

Demonstrating and in-class support

Where other duties will allow:

- To conduct in class demonstrations of practical experiments at the reasonable request of the Specialist Team(s)
- To join lessons and offer learning support, classroom management support and practical support as reasonably requested by the Specialist Team(s) and SENCO
- To act as a cover supervisor for Construction lessons on occasion

General

- To be a first aider for the UTC, providing support to students, staff and visitors
- To attend training courses, study days and fire lectures as directed by the Vice Principal
- To maintain all relevant logs, records and information as required by the Vice Principal
- Contribute to whole UTC development programmes and UTC development planning
- To take part in the UTC enrichment programme

To carry out any other duties as reasonably required by the Principal that are commensurate with grade and nature of the post

Conditions

- Term time only – 39 weeks
- Usual daily working hours to be negotiated, total 20 hours per week.

The post holder will have responsibility for promoting and safeguarding the welfare of children and young people s/he comes into contact with.

Whilst every attempt has been made to cover the main duties and responsibilities of this post, this list is not exhaustive and each individual task involved in the roles may not be identified. This job description is open to discussion at interview to meet a particular individual's strengths or personal development goals.

Furthermore, the exact nature of the post will be finally determined once the appointment has been made and reviewed annually. This will be in full collaboration with the successful candidate taking into account the individual skills and experiences they bring with them.



**Thomas Telford
University Technical College**

This post is subject to a criminal records check from the Disclosure & Barring Service (formerly CRB) as part of the UTC's responsibility for promoting the welfare and safeguarding of children. Further details regarding the checks are available by visiting <https://www.gov.uk/dbs>.