



Liverpool College

The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Description

Post Title	Design Technology Technician
Salary/Grade	Liverpool College Salary Scale Between Spinal Colum Point SCP9 (FTE £25,119) – SCP14 (FTE £27,334) salary dependent upon experience
Working Time	Full time, 37 hours per week, less half an hour unpaid daily break, during term time (37 weeks), plus an additional one week out of term time (total 38 weeks), plus 29 days paid holiday (including 8 days bank holidays).
Reporting to	Head of Technology Enterprise & Sport Faculty
Liaising with	Head of TES Faculty, Computing Teachers and colleagues
Disclosure level	Enhanced

Summary of the overall purpose of the job

We are a very well-equipped faculty with CNC machinery (3D routers, laser cutters and 3D printers) as well as a wide range of more traditional machinery. We provide state of the art facilities including extensive CAD/CAM rooms, electronics/3D printing room, lecture theatre and workshops.

Our curriculum includes teaching product design, electronics, and engineering to all age groups from 11-18 and occasionally to some of the primary school. The students at Liverpool College produce high quality products and solve real-life problems, frequently working with external clients, with many of our sixth formers progressing to university to study engineering, product design, construction and surveying or architecture.

- To provide technical support to the teaching staff and students in the DT Department by the preparation of tools, equipment and materials for lessons and displays. To undertake a practical health and safety role in the department.
- To adopt and maintain high personal and professional standards in line with the high expectations of the faculty.

Key responsibilities and objectives of the job

This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment. The main duties and responsibilities of the DT Technician are as follow (this is not exhaustive):

- The general maintenance, repair and cleaning of all workshop tools, machinery, and CNC equipment on a daily, weekly, and termly basis where appropriate, liaising with internal departments and external contractors where necessary.

- To set up and use a circular saw, band saw, centre lathe, milling machine and be able to carry out welding and brazing.
- To prepare and provide materials and equipment for lessons and projects, including preparation of demonstration materials and resources, and the stocking of classrooms with consumable items, often using the table saw, chop saw and planer thicknesser in accordance with agreed safety guidelines.
- To prepare and develop PCBs and fault find populated circuit boards.
- Under the supervision of the head of faculty, maintain stock rooms, keep stock records, receive equipment and materials.
- To assist teachers and students during lessons. To prepare display materials and equipment for parents' evenings; remove and display items of work around the school, as and when requested.
- To control and store safely all chemicals, flammables, and specialised solutions, ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to. To maintain all necessary safety signs adjacent to machinery and maintain a record of all equipment checks.
- To assist TES Faculty with the use, maintenance and deployment of technical equipment.
- To maintain a safe working environment by keeping work areas clean, tidy and well organised.
- To assist in the provision of photocopied material as requested by the teaching staff.
- To use the school's networked computers to input data, amend data and word process (using Excel, Word and Power Point applications) as may be required when carrying out normal duties.
- To attend department meetings as well as informal meetings with the HOF to effect smooth running of the DT Department and its future development.
- To undertake appropriate and regular training on the safe use and maintenance of all machines and equipment (including welding and casting equipment, planing machines, circular and band saws, drilling equipment, grinding machines, CNC machines etc.).
- To undertake any other training appropriate to the responsibilities of a DT Technician (including a full first aid qualification).
- To place all the departmental orders.
- To maintain the departmental budget ledger and departmental Inventory.
- To assist with the physical upgrading and development of the department as required.
- To be responsible for the department's security, by opening and locking up at the end of each day and making recommendations about the overall security from day to day and during holiday periods.
- To undertake other delegated tasks and duties and contribute to the efficient, smooth-running of the department and assist with any other duties and responsibilities as reasonably required by the Head of Faculty.

Collaboration and Communication

Strategic:

- To take part in appropriate staff meetings and INSET days.
- To take part in TES Faculty meetings.

Staffing:

- To take part in the College's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in all relevant areas, including subject knowledge.

Communications:

- To communicate appropriately and effectively with colleagues, parents, and students.
- Where appropriate, and guided by your line manager, to communicate and co-operate with persons or bodies outside the College.
- To follow agreed College policies and procedures for all communications.

Marketing and Liaison:

- To support the Principal by recognising that your work plays a major part in maintaining the good name of the College and that you can help to enhance its reputation as a leading school.
- To contribute to all College marketing and liaison activities, including Open Days, and other public events.

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General Duties

- To follow the guidelines of the staff handbook
- To support the school and its leadership
- To continue personal development as agreed.
- To engage actively in the performance review process.
- To comply with any reasonable request from the Principal to undertake work not specified in this job specification.
- To be courteous to colleagues and parents, and to provide a welcoming environment for all visitors to the College.

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a diverse and inclusive co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.

June, 2024