

## Job Description

Job title/Position: Design Technician & Support Teacher

School: Secondary School

Direct Supervisor: Secondary School Principal

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### Position Overview

Our Design Technology Department is seeking a skilled, organized and self motivated technician and support teacher to support teaching and learning in the Design program. The Design Technician and Support Teacher will work closely with Design teachers to facilitate learners to realize their creative ideas during lessons as well as promoting the use of facilities and resources across our Secondary School programs. They may also train and supervise students and staff in the design lab to make sure all equipment, tools and materials are used and operated safely. They will be expected to help prepare and maintain a safe, clean and well-organized teaching space suitable for design instruction. They will be responsible for equipment maintenance and ensuring that the tools and supplies are ready for lessons.

### Qualifications and Experience

#### The Design Technician should have:

- A passion for design and making things
- Good communication, organizational and interpersonal skills
- Ability to work effectively as part of a team and also independently
- Ability to work closely with students
- Positive attitude
- Ability to show initiative and flexibility
- Proficiency in written and spoken English language

#### Preferred Skills and Experience

- Relevant health and safety qualification to use heavy machinery such as table saw, chop saw, scroll saw, band saw, and planer
- Experience of using and maintaining CNC machinery such as laser cutters and 3D printers
- Confident and competent digital skills in graphic design and 3D modeling applying to both software and hardware solutions
- Experience with textiles

### General Responsibilities

#### *Supporting Learning*

- Support teachers and students in lessons, working alongside the class teacher providing assistance when needed
- Lead individual and/or small group intervention and design individual and/or small group programmes
- Attend and constructively contribute in staff and team meetings and stay

up-to-date with day-to-day planning and support the planning for differentiated instruction

- Prepare tools, materials and instructional spaces for lessons
- Monitor student activity in the workshop to ensure equipment is used safely and in a manner that does not cause damage.
- Encourage students to clean up after themselves, use equipment and materials safely and appropriately and in a manner that minimizes waste.

### ***Maintaining Space and Equipment***

- Responsible oversight of the Design Annex which is home to the school's laser cutter, cutting machines, 3D printers and power tool locker
- Record maintenance logs and help track supply levels to ensure resources are available and replaced as needed
- Research, search for and order local resources
- Ensure equipment and hand tools are kept in optimum condition and stored correctly and receive regular maintenance as needed
- Be responsible for emptying and cleaning the dust extraction filters as required by the manufacturer
- Perform and log weekly checks on equipment and report any concerns.
- Keep all design spaces safe, organized, tidy and free from hazards
- Assist with the preparation and hanging of wall displays, safety signage and safety marking.
- Ensure appropriate disposal of waste and appropriate storage of hazardous materials

### ***Additional responsibilities***

- Assist with organization and execution of school trips
- Undertake training when required

### **School Hours:**

7:30 a.m. to 3:30 p.m. Monday to Thursday; 7:30a.m. to 3:15p.m. Fridays. Classes meet 7:50 a.m. to 3:10 p.m. With the exception of Wednesday with the early dismissal of all students to enable teachers to engage in professional and curriculum development from 1:30 p.m. to 4:45 p.m.

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

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