

Job Description

Job title/Position: Design Technician & Support Teacher

School: Secondary School

Direct Supervisor: Secondary School Principal

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, Experience, and Mindset

The Secondary School Support Teacher should have:

- Current teaching certification appropriate to age level and subject specialty
- A minimum of an undergraduate degree in the area of expertise required, and preferably a Master's Degree
- A strong belief in, and commitment to delivering, the school's mission and vision
- A positive, collaborative attitude and approach
- A solid understanding of and desire to work with middle and high school students

Preferred Skills and Experience

- Experience and understanding of the IBMYP programme
- Experience in curriculum and assessment development
- Recent and relevant professional development, including recent IBMYP
- Ability to design learning experiences that incorporate digital tools and resources to promote student learning

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

Responsibilities and Expectations

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

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

Contact: recruitment@hkacademy.edu.hk

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