

Brentwood Ursuline Convent High School



Job Description Art Technician

Job Title	Art Technician with Additional Duties
Reports to	Head of Art Department
Responsible for	N/A
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	To work under the day to day supervision of the Head of Art in providing an effective support service to the Art Department.
Principal Accountabilities	<p>To ensure art rooms are fit for use, to prepare and clear up resources required for lessons.</p> <p>To support staff and pupils in practical lessons.</p> <p>To ensure that on a daily, weekly and termly basis, the working environment is maintained to a safe standard.</p>
Duties	<p>Management of Resources</p> <ul style="list-style-type: none">• To monitor levels of materials and order new stock as required in liaison with Head of Department.• To maintain the inventory, stock book and the storage of consumable materials• To carry out stock checks• To advise teaching staff on approaches to display• To liaise with the Information Technology Technician to ensure that the department's computer equipment is fully operational• To liaise with the Reprographics Department on the production of printed materials• To maintain the visual resources library and prepare visual aids• To help organise materials and cover work during staff absence

	<p>Care & Maintenance</p> <ul style="list-style-type: none"> • To ensure stockrooms are safe and well-ordered • To maintain tools and equipment (including ICT) in good working order • To advise the Head of Art of maintenance problems • To prepare and record weekly, termly and annual maintenance checks <p>Preparation of materials</p> <ul style="list-style-type: none"> • To provide art materials for projects and examinations • To maintain levels of photocopyable worksheets and departmental proformas • To assist in the preparation of classroom demonstrations • To offer technical advice to staff and pupils • To prepare teaching aids • To provide assistance during ceramic projects with loading and unloading of the kiln <p>Health and Safety</p> <ul style="list-style-type: none"> • To advise the Head of Art on Health and Safety issues • To attend Health and Safety training as required <p>Display</p> <ul style="list-style-type: none"> • To prepare labelling for art displays • To photograph, mount and display pupils' work in the art department and around the school • To erect screens and display candidates' work for examination • To change displays of 3-D work in display cases <p>Other</p> <ul style="list-style-type: none"> • To help maintain a central database for KS3 and KS4. • To undertake basic tasks in relation to the use of ICT (e.g. Office 365, Word, Excel etc). • To assist staff in mounting displays around the school. • To provide assistance on school art trips. • To help collect money and organise GCSE and 'A' level art packs.
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	Occasional Additional Duties <ul style="list-style-type: none"> • Lunchtime Supervisor • Homework Club Supervisor • Library cover
General	<ul style="list-style-type: none"> • To attend professional training as appropriate. • To undertake further tasks in relation to the post at the discretion of the Head of Art and Headteacher. • To work flexibly, undertaking tasks as directed, commensurate with the grade of the post. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

PERSON SPECIFICATION ART TECHNICIAN

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working in specialist area in learning environment NVQ Level 2 or equivalent in specialist area Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and general outstanding of the school
	Literacy	Ability to read and write technical reports
	Numeracy	Good numeracy skills
	Technology	Excellent working knowledge of equipment and ICT packages relevant to specialist area
Communication	Written	Ability to write reports, letters etc
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Understand and support the differences in children and adults in relation to the role
	Curriculum	Good understanding of the school curriculum relevant to specific area
	Child Development	Good understanding of how the role contributes to child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with other members of staff
	Team work	Ability to work effectively with a range of adults
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively

	Creativity	Demonstrate a creative approach to supporting learning
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and support child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role

Job Description

Job Title	Food Technician with Other Duties
Grade	2020 Scale 4
Reports to	Teacher in Charge of Food
Liaison with	Teaching staff, support staff, students, outside agencies.
Job Purpose	To give general support to the Food department.
Principal Accountabilities	To be responsible for preparing for practical lessons, assisting during lessons where necessary and clearing up after practical lessons.
Duties	<ul style="list-style-type: none"> • To be responsible for preparing and checking orders for the Department and maintaining stock levels. • To ensure items are clean and ready for use by classes. • To ensure all demonstration materials, equipment and provisions are available for use by the teaching staff. including setting up and organising the room and weighing ingredients. • Assisting students during practical's • Monitoring stocks of ingredients and with the teacher ordering ingredients. • Being responsible for checking sharp equipment out and in. • To ensure items are laundered where necessary and equipment cleaned after use. • Checking equipment and work areas for cleanliness and damage • Checking equipment is clean and in good repair • Checking, cleaning and organising equipment in cupboards. Cleaning and maintaining the cookers. • Being vigilant with regard to health and safety • To carry out minor repairs and maintenance of kitchen equipment where possible and arrange for specialist outside companies to attend to more complex problems. • To give support to teachers in preparing theory work. • To maintain records and handle student monies for practical lessons where appropriate. • To be available to assist at any time with any problem that arises in the Department.
General	<ul style="list-style-type: none"> • To undertake any training commensurate with the post. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and

	<p>expects all staff and volunteers to share in this commitment.</p> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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PERSON SPECIFICATION FOOD TECHNICIAN

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working in specialist area in learning environment NVQ Level 2 or equivalent in specialist area Ability to weigh and measure accurately
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and general outstanding of the school
	Literacy	Ability to read and write technical reports
	Numeracy	Good numeracy skills
	Technology	Excellent working knowledge of equipment and ICT packages relevant to specialist area
Communication	Written	Ability to write detailed reports, letters etc
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults Knowledge of specialist terminology etc.
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Good understanding and support the differences in children and adults in relation to the role
	Curriculum	Good understanding of the school curriculum in support of the role relevant to specific area
	Child Development	Good understanding of how the role contributes to child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a contribution to the work of the team supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults

	Team work	Ability to work effectively with a range of adults
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a creative approach to supporting learning and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and support child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role