

## **Job Description for Art & Design Technician**

### **Role**

This appointment is a technical position supporting the Head of Art & Design with the smooth running of the Art and Photography department. The successful appointee will be required to work closely with both teaching staff and students in lessons as well as maintenance of the Art department. The Art department offers students a broad curriculum **to inspire and challenge pupils in Art and Design.**

### **Main duties and responsibilities**

#### **General responsibilities:**

- To ensure equipment prepared for lessons on request of teachers
- To ensure effective care and maintenance of Art areas, including organisation of storage areas
- To maintain display boards and assist with the annual exhibition
- To maintain the ceramics equipment and be responsible for firing, glazing, recycling, mixing glazes and slips as well as packing and firing the kiln.
- To provide technical support with film photography and darkroom processes.
- Deliveries of supplies and maintenance of department will require manual handling/lifting
- To assist in practical lessons and lead smaller groups of students to facilitate their learning
- Facilitate the lunchtime Art Club

#### **Administration responsibilities:**

- To assist with ordering of materials
- To assist with reprographics and ICT administration.
- To check incoming deliveries, to unpack and distribute as necessary
- To investigate potential hazards and record findings and any actions taken
- To maintain a suppliers database
- To review the inventories of resources
- Health and Safety requirements and audits
- To be responsible to the Head of Art & Design for health and safety matters and to carry out risk and COSHH assessments as required by the site manager.

#### **Whole School responsibilities**

- To attend meetings and training sessions as required and assist with major School functions eg Open Days, presentation evenings.
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- ➤ Assist mounting and display - of GCSE, AS and A Level Art & Design for moderation.
- Liaise with cleaners and maintenance staff.
- Have a technical frame of mind and the ability to resolve technical issues.
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School, which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training, which is regularly

#### **Hours of work:**

- Days per Week Monday to Friday 8.30am till 4pm (Friday 8.30am till 3.30pm )

GENERAL HEADING	DETAIL	EXAMPLES
<b>Qualifications &amp; Experience</b>	Specific qualifications and experience	Art & Design based training would be highly beneficial.  Successful experience of working with children in a school environment NVQ 2 or equivalent in specialist area
	Knowledge of relevant policies and procedures	Ceramic skills and technical knowledge of using a Kiln would be an advantage.  Darkroom knowledge and skills would be an advantage
	Literacy	Good Literacy skills
	Numeracy	Good Numeracy skills
	Computer Skills	Computer skills in Word, Excel and Photoshop will be expected (some training could be provided if necessary in Photoshop).  Good working knowledge of ICT to support learning and for administrative/organisational effectiveness
<b>Communication</b>	Written	Ability to write basic letters etc
	Verbal	Ability to use clear language to communicate information unambiguously Ability to communicate effectively with others, including students, colleagues, parents/carers, outside agencies
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate clearly with adults and children
<b>Working with children</b>	Behaviour Management	Ability to implement the school's behaviour management policy to ensure appropriate conduct and behaviour of students whilst in school
	SEN	Ability to understand and support children with difficulties or disabilities
	Curriculum	Good understanding of the school curriculum relevant to specific area
	Child Development	Basic understanding of child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school Ability to make a contribution to the work of the team supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of adults Ability to work independently Ability to work as part of a team in a flexible way as required
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Time Management	Ability to manage own time effectively

		Ability to meet deadlines
	Creativity	Ability to deal with unexpected problems Demonstrate a creative approach to support learning
<b>General</b>	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Safeguarding	Understand and implement Safeguarding procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	Training and Development	Be prepared to develop and learn in the role