

## JOB DESCRIPTION – ART TECHNICIAN

**Salary Scale: Scale 5**

### Section A: Job Purpose

To support as a member of the team providing technician support services to the Art Department and, through the provision of this learning support service, to promote equality of opportunity for students and staff.

**Section B: Accountable to** Accountable to the Subject Leader of Art in term and holiday time

**Section C: Accountable for** None

### Section D: Key Accountabilities and Tasks

Accountabilities	Tasks
1. Provision of technician support to staff and students within the Art department	<ul style="list-style-type: none"> <li>i. Maintain and repair Art technical resources and equipment, ensuring tidiness of storage areas</li> <li>ii. Carry out preparatory work for classes. Arrange and clear away resources, materials and equipment after use</li> <li>iii. Provide practical assistance to students, in all areas to help realize their coursework and curriculum work</li> <li>iv. To develop and maintain responsibility for the archive of student's work</li> <li>v. To provide technical support to projects organised outside of term time in liaison with subject leader/ADoL or DoL</li> <li>vi. Provide in class support and INSET to teaching staff and students</li> <li>vii. Maintain standards of Health and Safety and security in the Art department, in accordance with Regent High school and Camden LA policy</li> <li>viii. Assist Subject Leader of Art in the ordering and maintenance of stock levels and liaise when required, under the direction of the Subject Leader of Art, with outside agencies and suppliers</li> </ul>
2. General Duties	<ul style="list-style-type: none"> <li>i. To give technical support at all exhibitions and display held on and off site by Regent High School as requested</li> <li>ii. To prepare and manage the display of students work in the Visual and performing arts learning community areas and other visual arts displays around the school</li> <li>iii. Undertake First Aid Training and responsibilities, as required</li> <li>iv. Undertake any other duties as directed by line manager or Headteacher</li> </ul>

## PERSON SPECIFICATION – ART TECHNICIAN

<b>QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>Good standard of general education including GCSE English and Maths at grade C or above or equivalent</li> <li>A sound understanding of Art and its applications is required</li> </ul>	A
<b>EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>Art Background experience required; one year (including training period) relevant to the duties of the post</li> <li>Experience of working with teaching staff and students</li> </ul>	A / I / T
<b>ABILITIES / SKILLS</b>	
<ul style="list-style-type: none"> <li>Excellent interpersonal skills and ability to communicate effectively both orally and in writing, including dealing with people at all levels</li> </ul>	A / I / T
<ul style="list-style-type: none"> <li>Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach</li> </ul>	A / I / T
<ul style="list-style-type: none"> <li>Ability to operate Art technical resources and prepare materials</li> </ul>	A / I
<ul style="list-style-type: none"> <li>Knowledge of ICT equipment and its maintenance and contribute to the delivery of Art ICT with students when necessary</li> </ul>	A / I / T
<ul style="list-style-type: none"> <li>Ability to work under pressure and ensure that deadlines are met</li> </ul>	A / I / T
<ul style="list-style-type: none"> <li>Ability to prioritise and organise own workload</li> </ul>	A / I
<ul style="list-style-type: none"> <li>Ability to work on own initiative</li> </ul>	A / I
<ul style="list-style-type: none"> <li>Awareness of responsibilities in the area of Health &amp; Safety, and have the ability to undertake training and take on First Aid responsibilities</li> </ul>	A / I
<b>BEHAVIOURS</b>	
<ul style="list-style-type: none"> <li>Proven competence in working independently or as part of a team</li> </ul>	R
<ul style="list-style-type: none"> <li>Proven competence in working in a positive and energising manner</li> </ul>	R
<ul style="list-style-type: none"> <li>Proven competence in showing grace under pressure / leading and managing change</li> </ul>	R
<ul style="list-style-type: none"> <li>Proven competence in problem solving</li> </ul>	R
<ul style="list-style-type: none"> <li>Proven competence in achieving successful outcomes</li> </ul>	R
<ul style="list-style-type: none"> <li>A satisfactory health, punctuality and attendance record</li> </ul>	R *
<b>COMMITMENTS</b>	
<ul style="list-style-type: none"> <li>Proven commitment to ensuring that the principles and policies of equal opportunities deliver excellent outcomes for all members of the school community</li> </ul>	A / I
<ul style="list-style-type: none"> <li>Commitment to the community ethos of the school</li> </ul>	I
<ul style="list-style-type: none"> <li>Commitment to your own continuing professional development</li> </ul>	A

\*Health and absence reports will be requested upon offer