



Post: Art Technician (part time) (with a specialism in Photography, Ceramics or Textiles)

Responsible to: Head of Art

Hours of Work: Term Time: 28-30 hours per week. Occasional evening work.

Job Function:

To provide specialist support to the art department including technical, administrative and classroom assistance to support the staff and pupils

Key Responsibilities

The following is a guide to the tasks expected; it is not exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the level of the post.

Working with pupils to provide specialist support

- Provide specialist skills/knowledge in photography, ceramics or textiles to support staff and pupils in the classroom
- To provide one-one assistance with dedicated tasks linked to your specialism
- Demonstrate and provide specialist advice and guidance on proper and safe use of specialist equipment/materials for practical activities e.g darkroom use/kiln use.
- To assist pupils in group and class workshops when required
- To support students/staff in the use of ICT and photo/editing equipment
- To assist in the running of clubs and extra curricular activities
- To accompany school trips as required and assist in the organisation as necessary
- To provide workshops/inset for other teachers as necessary

Working with staff to support the art department

- To assist the staff in creating and maintaining an orderly and productive working environment
- To assist with the organisation, mounting and preparation of displays of subject resources and pupils' work.
- To ensure the health and safety requirements and other relevant regulations e.g. COSHH are adhered to and manage health and safety checks of equipment
- Monitor and manage materials and equipment: undertaking audits and ordering as required as well as preparing materials for lessons
- Document examples of good practice within the department and create resources linking to your specialism

Personal Specification

- Experience in an art and design environment and a qualification/background in either photography, ceramics or textiles
- IT literacy and confidence with technology, preferably with knowledge of Photoshop
- Ability to work in an organized and methodical manner
- Ability to prioritise and carry out tasks under the supervision of the head of department
- Ability to be flexible and co-operative in servicing the needs of the department
- Ability to establish positive relationships with pupils.
- Ability to maintain accurate work records and inventories
- Ability to work effectively as part of a team

This job description is subject to review in line with the developing needs of the School.