

## **JOB DESCRIPTION**

**Job Title: Art Technician**

**Responsible to: Head of Art**

**Hours of work:** 20 Hours a week. Term time 34 weeks plus 10 days during school holidays, but on occasion have to come in for training/inset days outside of the 36 weeks.

### **Outline of Department**

We are a rapidly developing, diverse and innovative department, catering for students aged 6-18. We offer our students the creative outlet and knowledge to produce everything from sculpture to oil painting, pop art, animation to digital and film photography.

### **The Role**

We are seeking to recruit an enthusiastic Art and Photography Technician. This is an exciting and important role with the school. The Art Technician will contribute towards the aims of the School by not only providing practical support, by looking after the equipment and materials, but also by having an artistic background and being able to support and work directly with students and staff as required. They will provide technical advice and assistance in the classroom to support students and to assist with the provision of learning activities.

### **Main Duties:**

- To prepare classrooms for lessons, practical activities and demonstrations
- To occasionally teach lessons and/or support in the teaching of a lesson
- To prepare, distribute equipment materials and resources for lessons
- Within time limits, clear classrooms/work areas after lessons including washing up, cleaning of surfaces, equipment, return of resources to appropriate storage as required
- To ensure that equipment is in good working order and that the classroom, preparation room and storage areas are in a clean, secure, safe and orderly condition
- To provide artistic and technical advice and support in the classroom, for example, with demonstrations, practical activities and resources
- To assist in the promotion and observance of a healthy and safe working environment
- To assist in putting in place provision for practical school examinations
- To assist and maintain appropriate classroom displays
- To assist in stock control and compiling purchase orders
- To establish and maintain good relationships with all students, parents / carers, colleagues and other professionals

- To undertake and ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including photocopying and filing
- To attend school events as required, for example, open evening and open morning events
- To take a lead role in assembling our annual exhibition
- To assist with the supervision and support of pupils out of lesson times
- To assist in escorting students on educational visits and participate in extra-curricular activities as required
- To attend relevant meetings and training sessions as required
- Any other task or activity as reasonably requested by management
- Conforming to the School's Code of Conduct
- Adherence to the School's safeguarding procedures

**Generic Accountabilities:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

**Safeguarding Children:**

- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, support and ensure equal opportunities for all.
- To contribute to the overall ethos, work and aims of the school

**Confidentiality:**

During the course of employment the Art Technician will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

**Data Protection:**

The General Data Protection Regulation (GDPR) and the current Data Protection Act regulate our use of your personal data. As the Art Technician you will have access to data and personal information during the course of employment all data must be processed in accordance with the terms and conditions of GDPR and the Data Protection Act.

**Salary**

This will be commensurate with experience, qualifications and dependent on the candidate.

**Benefits**

Free onsite parking

Lunch provided in term time

Beautiful working environment

Childcare Vouchers

**PERSON SPECIFICATION**

	Essential	Desirable
Qualifications/ Experience	<ul style="list-style-type: none"> <li>GCSE (grade A*-C or equivalent) in Maths and English</li> <li>Either an art or photography qualification or artistic experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience with working with SEN.</li> <li>Have qualifications in art and/or photography</li> <li>Previous experience of teaching and/or working in an educational environment</li> </ul>
Skills/ Knowledge	<ul style="list-style-type: none"> <li>Ability to multi-task and manage your own priorities and workload</li> <li>Ability to work constructively as part of a team and follow direction from line manager</li> <li>Be able to behaviour manage</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of national guidelines regarding the Art and Photography curriculum</li> <li>Strong IT skills</li> </ul>
Personal competencies and qualities	<ul style="list-style-type: none"> <li>Motivation to work with children and young people</li> <li>A well organised and resourceful approach to their work and have the ability to meet deadlines</li> <li>Professional</li> <li>A sense of humour and an optimistic, resilient style when faced with pressure</li> <li>The ability to develop good working relationships with all members of the School community</li> <li>An enthusiastic and approachable nature</li> </ul>	<ul style="list-style-type: none"> <li>A self-starter who is motivated and shows initiative</li> </ul>