

**JOB DESCRIPTION**

**Art technician/Classroom Assistant - Art 16 hours**

The Classroom Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher. In co-operation with the teacher and under the agreed educational plan, the post holder will work to a level reflected by the grade of the post:-

**Support the pupil in the classroom by:**

* Undertaking activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development, including working as part of a pastoral form.

* Carrying out pre-determined educational activities and work programmes whilst promoting independent learning. Monitoring individual children's needs and reporting these to their designated supervisor as appropriate.
* Working to establish a supportive relationship with the children concerned.
* Encouraging acceptance and inclusion of the child with special needs.
* Promoting and reinforcing the child's self-esteem.

**Support the teacher by:**

* Keeping such records of the children's development as are required by the Art Department.
* Facilitating home school communication.
* Coordinating assessment policies and paperwork as relevant.
* Controlling and logging of department stock.
* Completing yearly department audit.

**Support the school by:**

* Being aware of school's policies and procedures.
* Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
* Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated in the job description in specific terms, following consultation with the Recognised Trade Unions.

**Support the department by:**

* Ensuring preparation of equipment including art, photography & textiles
* General cleaning and tidying of art rooms.
* Basic word-processing and excel work as required.
* Organising displays and exhibitions.
* Ordering stock.
* Undertake any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.