



The Radclyffe School
"Working Together for Excellence"

**JOB DESCRIPTION
D&T AND ART
TECHNICIAN
(Temporary Maternity
Cover)**



Purpose:	To provide technical and practical support to colleagues in the Design and Technology and Art Departments (for the Art, Photography, Textiles, Product Design and Food Technology curriculum as required). This includes procuring, preparing and ensuring resources are ready for use. The role also includes having oversight of facilities and ensuring equipment is maintained, orderly and fit for purpose.
Reporting to:	Head of Art and Head of D&T
Responsible for:	Materials and Resources
Liaising with:	Teaching and other staff in school, Students
DBS Check	Enhanced Level
Working Time	36 hours 40 mins weekly, Term Time + 2 days (192 days)
Salary	NJC Grade 2, Scale Points 12-17 £15,543 to £15,370 (as @ 1.4.17) and subject to previous experience

SPECIFIC DUTIES

1.	Prepare materials and ensure they are delivered for use in class e.g. clay (cutting up, boarding and covering), paints, paper, wood, metal, plastics
2.	Assist in ensuring that student work is stored appropriately and presented with pride
3.	Take photographs of students work to use for display and resource development
4.	Operate specialist equipment and keep up to date on techniques and resources e.g. using the kilns for the glazing & firing, operating the pug mill for pugging of clay and coils, ensuring digital cameras and batteries are charged ready for Photography lessons, using CAD software with laser cutters and 3D printers.
5.	Keep practical and preparation rooms in both Departments clean and tidy, ensuring safe storage and health and safety for all users
6.	Undertake filing and photocopying as necessary, monitoring and ordering printer copy paper and toners (within school) as required
7.	Routinely ensure the machinery and facilities are maintained ready for use, identifying the requirement for specialist support e.g. reporting technical problems with P.Cs, photocopiers and printers to other technical support staff in school and organising external maintenance support via the Building Events Manager as necessary
8.	Be responsible for stock control: ordering and receiving consumables for the Art and D&T Departments as required e.g. paper, paints, brushes, canvases, print-making and ceramic resources, plastic, metals, wood, tools etc.

9.	Assist in producing displays in classrooms and for events e.g. Hospitality Events, Celebration and Open Evenings and GCSE exhibitions.
10.	Provide 'in class' practical support to teaching staff and students when practical sessions are taking place – this might include assistance with ICT and use of equipment and machinery.
11.	Support the effective use of ICT in the administration of the Departments and in learning activities, developing students' confidence in its use.
12.	Provide support to both staff and students with school visits when requested
13.	Ensure the safe disposal of waste materials
14.	Under the direction of a teacher, conduct practical demonstrations and support individual students or groups of students during the practical aspects of their learning
15.	Be a Personal Learning Guide (PLG), holding regular 1:1 start of day meetings with a small number of students to discuss and motivate their progress and interests
16.	Contribute to the production of appropriate risk assessments in Art and D&T
17.	Act as a Fire Marshal and undertake a sweep of a designated area in the event of a building evacuation

GENERAL DUTIES	
18.	Work with the Heads of D&T and Art to identify resource needs and to contribute to the efficient / effective use of physical resources
19.	Actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.
20.	Be a role model and actively promote the school's Rights Respecting agenda
21.	Understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all
22.	Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)
23.	Maintain confidentiality and observe data protection and associated guidelines where appropriate
24.	Undertake such duties and responsibilities at a similar level as may be agreed with the Heads of Department
This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.	
Date: Nov 2017	Headteacher: H S Hayer