

	Job Description: Creative Arts Technician – Art and Design Technology	Scale: Hours/Weeks: Updated:	Scale 4 (proposed) 36 hours/39 weeks September 2016
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Person reports to:	<ul style="list-style-type: none"> • Head of Faculty
Person supervises:	<ul style="list-style-type: none"> • none
Purpose of Job:	<ul style="list-style-type: none"> • To help ensure art and design technology lessons run smoothly, safely and efficiently. • To support the faculty teaching staff in the delivery of the curriculum by providing technical and administrative assistance. • To provide in-class support, providing one-to-one assistance to students (including SEN students) or small groups. • To support the raising of achievement and attainment of students. • To assist and/or cover the Creative Arts Technician – Food Technology.

MAIN DUTIES AND RESPONSIBILITIES

1. Operational Duties

a) Stock Control and Maintenance

- Ensure all working areas and surfaces including sinks are kept clean and free of obstructions before and after lessons.
- Ensure the preparation room is kept clean and free of dust, obstructions and other hazards and that students do not enter the room under any circumstances.
- Ensure that electrical tools and equipment in the preparation and classrooms are cleaned regularly and kept to a high standard of cleanliness at all times and that the facilities management contractor is advised with regards to maintenance or repair of the equipment. Liaise with the Facilities and Contracts Manager where responsibilities for maintenance are not clear.
- Manage the cleaning of soiled aprons and overalls throughout the day and arrange replacement of items, as required.
- Safely and knowledgeably undertake first line maintenance and care of faculty equipment (non-PFI items only) checking the condition of equipment and reporting any deficiencies or damage.
- Be responsible for maintaining an inventory of all stock, including materials and equipment within the faculty.
- Check stock levels in the preparation room and classrooms and take action to ensure adequate supplies of materials to support teaching are ordered in good time.
- Order equipment, tools, and materials when needed.
- Prepare classrooms for lessons by providing, preparing, setting out and clearing away equipment.

- Ensure that sharp tools and utensils such as knives, bladed items and screwdrivers are counted before and after lessons and are locked away after each use. Ensure any missing items are reported to the Head of Faculty immediately.

b) Supporting Teaching and Learning

- Assist teaching staff to prepare visual aids and written or practical resources for lessons, including differentiation for individual students and small groups.
- Support and complement the work of teachers by responding to individual needs by personalising resources for an individual or a small group.
- Assist teaching staff by performing in-class demonstrations to students, using tools, equipment, processes and materials, as required.
- Assist students with practical processes, including selection and use of tools, equipment, processes and materials.
- Construct items of equipment for demonstration purposes and/or student's use.
- Monitor the central job requests log and respond accordingly, providing assistance to the Food Technician, where required.
- Ensure acceptable and safe behaviour is maintained in the classroom and report unacceptable behaviour to the teacher, following school behaviour policies and procedures.
- Support the Head of Faculty with the organisation of appropriate teaching cover work, providing it to the cover supervisor, HLTA or cover teacher and collecting immediately after each lesson.
- Assist teachers in planning and carrying out educational visits, including accompanying teachers on the visit, as required.
- Contribute to the planning, development and organisation of systems/procedures/policies that support teaching and learning.
- Support school performances, events and exhibitions by contributing technical skills and expertise, as required.
- Carry out general administrative support, as required.

c) Health and Safety

- Assist in the maintenance of health and safety standards in the faculty and the school.
- Undergo basic first aid and food hygiene training as a minimum and attend refresher training as required.
- Arrange the safe disposal of unwanted materials and ensure the safe storage of potentially dangerous materials in compliance with health and safety regulations and codes of practice.
- Keep up to date with current health and safety legislation and codes of practice including COSHH regulations.
- Liaise with the School Business Manager or Facilities and Contracts Manager regarding any health and safety queries or concerns.
- Ensure that all students follow correct health and safety procedures, including wearing protective clothing and working and behaving safely.
- Be aware of your own responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions, e.g. report any equipment that appears unsafe.
- Maintain a safe environment in preparation and store rooms as well as in the classroom, including storing materials safely.

- Be familiar with and seek advice in the safe operation of all tools and manual and electrical equipment in the faculty.

d) Continuing Professional Learning

- Take responsibility for personal learning and development by researching and undertaking such training as required to ensure the appropriate level of technical knowledge is maintained. This includes first aid and food hygiene as previously mentioned.
- Maintain a professional portfolio of evidence to support performance management processes, evaluating and improving your own practice.
- Attend in-service training within normal working hours as directed. Attend staff training days, and participate in training where requested.

2. Data Protection

- Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties, seeking guidance and clarification from management, as required.

3. Additional duties

- Maintain a high degree of professionalism, confidentiality, politeness, tact, sensitivity and awareness in relation to all duties undertaken.
- Assist and/or provide cover for the Food Technician, where required and where you are suitably trained and able to do so.
- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Maintain high standards of professional behaviour and presentation.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in necessary training and staff development.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

**Person Specification and Selection Criteria****Scale 4****Creative Arts Technician (Art and Design)****Updated September 2016**

Essential	Essential/Desirable	How the selection criteria will be assessed
Qualifications		
Educated to at least GCSE or equivalent level, including English, Maths and a technical qualification (e.g. resistant materials)	E	Application Form
First Aid at Work Certificate	D	Application Form
Food Hygiene Certificate	D	Application Form
Professional Experience, Knowledge and Understanding		
Experience in a similar position and environment	D	Application Form, Interview
Experience of working in a workshop or similar setting	D	Application Form, Interview
Experience of using a wide range of art, crafts and woodwork equipment and materials	E	Application Form, Interview,
Experience of simple electrical or mechanical repairs desirable	D	Application Form, Interview
A good working knowledge of software packages for preparing documents and spreadsheets, such as Word, Excel and Google	E	Application Form, Interview, Test
Abilities and Skills		
Good basic IT abilities with particular skills in MS Word and Excel	E	Application Form, Interview, Test
Basic SIMS skills	D	Application Form
Good organisation and administrative skills	E	Application Form, Interview, Test
Good communication skills, both oral and written, conveying information clearly and accurately	E	Application Form, Interview, Test
Good interpersonal skills	E	Application Form, Interview
Ability to work proactively and solve problems within area of work/knowledge	E	Application Form, Interview, Test
Ability to work within set procedures and guidelines	E	Application Form, Interview
Ability to maintain effective working relationships with students, parents/carers, colleagues and other stakeholders in the school community	E	Application Form, Interview
The ability to plan time effectively and to organise oneself efficiently (self-manage)	E	Application Form, Interview
Ability to work as part of a team	E	Application Form, Interview
Ability to demonstrate initiative	E	Application Form, Interview
Personal Qualities		
A commitment to working in a busy school environment	E	Application Form, Interview
Flexible, motivated and committed	E	Application Form, Interview
Good attendance and punctuality	E	Application Form, Interview
Willingness to see a job through to completion	E	Application Form, Interview
Energy and enthusiasm	E	Application Form, Interview
Adaptability to changing circumstances and new ideas	E	Application Form, Interview
Professional approach to working	E	Application Form, Interview
Committed to the ethos of the school	E	Application Form, Interview
Willingness to be flexible and take on additional duties as and when required	E	Application Form, Interview
Willingness to participate in further training and development opportunities offered by the school	E	Application Form, Interview

Equal Opportunities Awareness

A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	Application Form, Interview
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	E	Application Form, Interview
A commitment to working in a flexible and collaborative manner with all members of the school community	E	Application Form, Interview
Child Protection and Safeguarding Awareness		
An understanding of child protection and safeguarding matters	E	Application Form, Interview
A commitment to safeguarding and promoting the welfare of young people	E	Application Form, Interview