**Art & Photography Technician:** Scale 5

**Salary:** £22,506 (pro-rata)

**Hours:** 36 hours x 40 weeks

**Reports to:** Head of Department- Art

**Date:** As soon as possible

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| **Key Purpose of the Job**- To support the Art department and to facilitate excellent teaching and learning. This includes the ordering, making up and setting up of materials and equipment, assisting staff and students during lessons and ensuring a safe and clean working environment. - To coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the Art and Photography curriculum, including liaising with teaching staff and support staff within and outside the department, under the instruction of the Head of Art. - To work with other departments in monitoring and maintaining displays throughout the school. |
| **Supporting the Head of Department (HoD)*** Discussion of lists of requirements for each member of the teaching staff, preparing and arranging materials and equipment in time for the beginning of lessons.
* Preparation and delivery to classrooms of materials and equipment for practical lessons.
* Collection of materials, checking and storing effectively.
* Auditing stock, record keeping, ordering and checking deliveries of materials (in consultation with HoD) ensuring the availability of suitable materials and equipment, compiling orders and liaising with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock and updating and reconciling Excel spreadsheet.
* Routine maintenance and management of cleaning (in consultation with Facilities staff) of classroom and studio space, equipment including the disposal of waste materials.
* Carrying out required checks, maintenance and repair of tools and equipment.
* Attending departmental meetings.
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| **Supporting the Art and Photography curriculum*** Assisting students with materials, resources and equipment including ICT/Digital equipment
* Preparing material and equipment for practical lessons.
* Demonstrating usage of materials and equipment to staff and students.
* Supporting staff and students in the classroom in practical lessons, including carrying out occasional demonstrations.
* Giving technical advice to teachers, technicians and students.
* Consulting on practical processes and material limitations/possibilities
* Supervision and support of the exhibitions and displays within the Art department and displays of Art throughout the school.
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| **Supporting the school*** Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
* Be aware of and support difference, ensuring that all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with clubs and extra-curricular activities (within contracted hours).
* Responsibility for supporting Teaching staff, Middle and Senior Leaders in creating and maintaining displays to a high standard across pastoral and subject areas throughout the school.
* In accordance with CLEAPPS guidelines, to ensure the maintenance of a health and safety working environment through:

 - Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources. - Keeping up-to-date with current procedures and practices through continuing professional development;  - Carrying out risk assessments.* The provision of technical advice and support on health and safety issues to teaching and support staff, and to students.
* The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
* The safe storage and accessibility of equipment and materials.
* Keeping up to date with health and safety requirements and with developments within the subject area.
* Under the guidance of the HoD, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
* Disposal of waste materials.
* Checking all machines and equipment (including first aid kits); carrying out electrical and other safety checks etc.
* Organising storing and checking the condition of hazardous solutions and ensuring they are stored appropriately.
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| **Person Specification****Education and Qualifications*** A good creative/ technical education to A level or equivalent standard
* Degree level education- The Arts
* Appropriate Health & Safety Knowledge & qualifications
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| **Experience*** Working in a support role in an Art or Technical environment
* Working in a school environment
* Ability to work well in a team
* Ability to communicate effectively with staff and students
* Ability to work flexibly and on initiative
* Ability to prioritise workload
* Excellent attention to detail and quality
* Excellent organisational skills
* Excellent manual skills
* Excellent ICT skills ( Word, Excel, PowerPoint, Gmail and Google Drive)
* Excellent knowledge of PC and Apple Mac.
* Excellent knowledge of Adobe Photoshop.
* Excellent knowledge of digital photography
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| **Arrangement for appraisal of performance*** There is an annual cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.
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