

## Job Description

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<b>Job Title:</b>	Art and Textiles Technician
<b>Location:</b>	Lodge Park Academy
<b>Job Purposes:</b>	To provide indirect or direct support to teachers delivering the National Curriculum.
<b>Background:</b>	<b>The David Ross Education Trust (DRET) is a growing network of academies with a geographical focus on Northamptonshire, Lincolnshire and Yorkshire/ Humber region. The network is a mix of primary, secondary and special academies and a mix of those that have chosen to join DRET on conversion and those that are sponsored academies.</b>

**Salary: Point 11-13 (15,807-£16491)**

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### Key Responsibilities

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#### Key Duties and Responsibilities

- Provide advice and guidance to students and staff to meet security, health and safety requirements, statutory regulations and service guidelines.
- Use specialist skills/training/experience to support students and staff in the entire department.
- Create and maintain a purposeful, orderly and productive working environment within the office, preparation areas and classrooms.
- Ensure timely and accurate preparation and use of specialist equipment/resources/materials
- Create displays across the academy
- Assist in the development of lesson/work plans, administration of coursework, work sheets etc
- Contribute to planning, development and organization of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required

- Promote and ensure the health and safety and good behavior of students at all times
- Display high standards of professional conduct when dealing with staff and students

#### **Specifically for art:**

- Load and fire a kiln
- Work with ceramics and glazes
- Following health and safety training, use a bansaw to make canvas structures
- Be able to operate subject machinery (following training)

#### **Specifically for textiles:**

- Operate sweing machines
- Provide support in dressmaking
- Maintain sewing machines

#### **Academy Ethos**

- To play a full part in the life of the Academy community, to support its ethos and to encourage and ensure staff and students to follow this example.
- Support the Academy in meeting its legal requirements for worship
- Promote actively the Academy's corporate policies
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate

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 of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

In carrying out these duties you will need to work in compliance with all Academy policies and procedures as set out by the Governing Body and the reasonable direction from colleagues with the relevant position of responsibility.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

In addition, you will continuously evaluate and review your role and propose improvements to this job description in the light of experience as part of the performance management process. You will also be required to carry out any other additional duties as might be reasonably be required by the Principal.

## **Person Specification**

### **Qualifications and Professional Development**

#### **Essential**

- GCSEs English and Maths at A\* - C or level 2 equivalent

### **Experience and Team Qualities**

#### **Essential**

- Proactive
- Flexible
- Can do attitude
- Positive approach to problem solving
- Resilient
- Ability to take part in change which has a positive impact on students

#### **Desirable**

- Knowledge of school context

### **Skills**

#### **Essential**

- Commitment to and or experience of working with children and young people

#### **Desirable**

- Previous experience in a similar role
- The skills, knowledge and understanding necessary to operate an efficient reception area.

### **Communication Skills**

#### **Essential**

- Committed to working co-operatively with young people and adults; able to communicate sensitively, imaginatively and effectively with them
- Ability to communicate to a range of stakeholders (Governors/suppliers etc.)
- Ability to communicate effectively with parents to represent the school positively and feedback information as appropriate

## **Operational Skills**

### **Essential**

- Ability to organise own work and be self-motivated

## **ICT Skills**

### **Essential**

- Excellent user of ICT

### **Desirable**

- SIMS

## **Interpersonal Skills**

### **Essential**

- Able to work in a team, accept delegated responsibility
- Able to form good relationships with students and parents
- Able to form good working relationships with colleagues
- Able to demonstrate a sympathetic attitude when required

### **Desirable**

- Able to be firm when required and consistent

## **Professional Development**

### **Essential**

- Committed to own professional development and that of others

## **Self Ethos**

### **Essential**

- Highly motivated and hard working
- Excellent organisation, prioritisation and time management skills.

## **Academy Ethos**

### **Essential**

- Fully supportive of the aims and ethos of a school providing a specialist school education.

## **Equal Opportunities**

### **Essential**

- Have regard to provide equality of opportunity for all

## **Health and Safety**

### **Essential**

- Aware of Health and Safety issues

## **Health and Appearance**

### **Essential**

- Good attendance and punctuality record
- A willingness to dress professionally in accordance with the culture of the organisation