|  |  |
| --- | --- |
| **Post title** | Art, Photography, Design and Technology Technician |
| **Reporting to** |  |
| **Purpose** | Working under the direction of the Teachers to provide technical assistance, practical support and information as required in the preparation and use of equipment and materials for learning |
| **Contract type** | Permanent, Contract. Hours worked will be 35 hours per week, term time only. |
| **Salary range** | NJC Grade 5, SCP22. Full time equivalent salary is £21,074 per annum. Actual salary for term time only working is **£17,703 per annum.** |

|  |  |
| --- | --- |
| **Main duties** | |
| * Prepare materials and teaching resources as required by the subject teacher prior to lessons * Assist staff in developing appropriate resources for teaching and learning. * Assist with the use of IT hardware and software, including tasks such as file management, photography, copying, printing and scanning * Assist teachers as necessary with any technical, practical or administrative support. * Organise and set up extra equipment for lessons * Checking of the availability of suitable materials and equipment, including keeping stock levels to defined limits and/or substituting suitable materials where necessary and appropriate * Help to compile and check delivery of orders, including liaison with suppliers and to maintain a financial record * Keep all classrooms organised and free from hazards * Regularly maintain and repair the equipment and tools in the workshop and classroom areas in line with Health and Safety guidelines (including cleaning, oiling, sharpening, removing dust and minor repairs) and keep records of all actions and recommendations relating to this. * Report any defects and damage to equipment to line manager and to arrange repair/service by appropriate body when not competent or safe, in line with H&S guidelines. * Control and store safely all chemicals, flammables and specialised solutions ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to * Ensure hand tools are kept in optimum condition and stored correctly * Ensure adequate cleanliness of equipment, machinery and materials. * Empty and clean the dust extraction filters as required by the manufacturer / subject teacher * Arrange annual safety service and repair of machinery, LEV, hot metals equipment and electrical servicing * To maintain all necessary safety signs adjacent to machinery * To keep sinks and work tops clean, maintain aprons in a serviceable condition and keep stock and tool rooms clean, tidy and in good order * To assist with the maintenance and deployment of all A/V equipment within the Department * To assist the students in the CAD/CAM process, laser cutting components as needed. * Safe disposal of used materials, including dangerous/hazardous material * Keep spaces dedicated to the arts and design organized, stocked and tidy * Up-dating assessment sheets, group lists and admin of the DT and Art carousel. * Organise safe storage, retrieval and accessibility to equipment and materials and student work * Prepare and set up displays of student work | |
| **General** | |
| * Assist with organisation of trips * Provide support for the teacher during practical lessons which will include direct pupil supervision Support teachers in preparing student work for exam and moderation purposes * Help with major events, exhibitions, performances and | |
| **Essential qualifications, experience and skills** | |
| * Experience in practical manufacturing within a workshop environment * Be familiar with photoshop and other similar IT tools. * The ability to help problem solve projects * The ability to manufacture Jigs and templates for teaching * The ability to undertake basic maintenance of tools and machinery to manufacturers guidelines * Confidence in the use of ICT. | |
| **Desirable qualifications, experience and skills** | |
| * Art and Design qualification at degree or equivalent level * Practical/hands-on experience * Ability to show initiative and to prioritise one’s own work and that of others * Ability to work as part of a team and individually * Self-motivation with the ability to multi-task | |
| **General information** | |
| **Personal development** | * To actively maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice. * To participate in new initiatives and future changes in service delivery improvements to support the objectives of the Trust. |
| **Academy Trust development** | * To support the Trust’s aims and to carry out its policies. * To support the Trust’s implementation of all current statutory requirements. * To attend and participate in meetings as required. |
| **Equality of Opportunity** | * As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. * Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors. |
| **To contribute as an effective and collaborative member of the School team** | * Participate in the ongoing development, implementation and monitoring of the Academy Trust improvement plans. * Attend regular meetings, Academy Trust and school events as required and make a positive contribution during meetings and such events |
| **Confidentiality and Data Protection** | * To treat all information acquired through employment, both formally and informally, in strict confidence. * To be aware of the school's responsibilities under GDPR 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this. |
| **Child Protection** | * Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person. |

**Review and Amendment:**

This job description is normally subject to annual review. It may be amended at the request of the Altius Trust or the CEO of the Altius Trust but only after full consultation between the parties concerned. It will be signed if agreement is reached.

You are expected to carry out your duties with due regard to current and future Trust policies, procedures and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communications.