

## Role Title: Technician –Arts

Grade: 3  
Accountable to: Head of Faculty  
Hours: 25hrs per week, Term Time Only + 5 Inset days

### Purpose of the role

To work with teachers as part of a professional team to support learning by providing technical assistance through the preparation and maintenance of teaching areas and equipment for students. This role will involve providing direct support to students.

### Key Accountabilities

**The specific accountabilities of this flexible role may alter from time to time in order to meet the needs of the school, but accountabilities will include (or be equivalent in nature to) those listed below:**

- Set up of resources/materials/equipment for lessons
- Support structured and practical activities for groups or on a one to one basis, assisting in the classroom where requested
- Ensure sufficient supplies of materials and equipment are available to enable delivery of lessons, informing the head of faculty of any stock requirements
- Undertake record keeping as directed, including monitoring and ordering of stock, sourcing suppliers to ensure value for money provides cost efficiencies
- Assist others in the use of equipment
- Assist in the supervision of students on field trips and external visits
- Safely and securely store allocated equipment and materials to prevent unauthorised access/misuse
- Clean and undertake maintenance of environment and equipment as needed and as directed to ensure that it is in good working order
- Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager
- Ensure the safe treatment and disposal of used materials, including

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hazardous substances and respond to actual or potential hazards

- Assist in ensuring the safe conduct of students in the department
- Undertake administrative duties as required, including producing documents using Microsoft Office packages and invigilation
- Undertake other duties commensurate with the grade of the post as may be reasonably required

## **Technician –Arts**

### **Person Specification**

#### **Level of Knowledge**

- Knowledge of procedures for preparation, use and maintenance of materials and equipment equivalent to national qualifications level 2
- Knowledge of relevant Health and Safety policies relating to area of work
- Knowledge of appropriate use of specialist equipment and materials and ability to communicate this knowledge of staff and students

#### **Qualifications and Professional Membership**

- Working at or towards appropriate national occupational standards to national qualifications level 2 or above in associated technical activities
- Level 2 or equivalent experience in supporting teaching and learning as appropriate to the food technician role, or equivalent experience
- Evidence of personal and professional development through work related experience

#### **Experience**

- Experience of working in a practical area e.g. craft room or workshop
- Experience of preparing materials and equipment for students and assisting in the delivery of practical activities

#### **Skills**

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Key Skill 1

- Good communication and interpersonal skills in order to provide clear and concise technical information and support for students' learning

Key Skill 2

- Ability to resolve problems in relation to resources/materials and equipment and practical learning activities

Key Skill 3

- Demonstrates ability to take responsibility for selecting, ordering and maintaining materials and equipment under direction, and maintaining and updating records

Key Skill 4

- Demonstrates ability to use own initiative to put forward suggestions and make decisions when requested

Competencies

- Works well as part of a team valuing others' differing perspectives.
- Continually seeks opportunities to improve tasks that are within their area of control.
- Models and reinforces excellent behaviours