**Burlington Danes Academy**

**Art Technician**

Ark Burlington Danes Academy is a non-selective 11-18 comprehensive school**.** The academy opened in September 2006 and has made rapid progress to become a highly successful and over-subscribed local school. In its 2013 OFSTED inspection Burlington Danes was rated ‘Outstanding’ in every category.

The academy is expanding rapidly and we are seeking an enthusiastic **Art Technician**.

The Art Department currently teaches Fine Art, Graphic Design, Textiles and 3D Design to the Lower School and at GCSE, and a holistic Fine Art A-Level that is structured similarly to a foundation course. The department is well resourced, occupying 7 dedicated studios including an Apple Mac suite, a specialist Sixth Form Studio/Gallery Space and additionally a kiln room and workshop.

**A new technician is required who will be responsible for:**

* ordering and managing supplies and resources
* preparing example projects
* advising teaching staff on technical processes
* mentoring targeted students in art and working with small groups
* leading the curation, construction and hang of exhibitions
* Health and Safety compliance
* overall display across the Academy

The technician post is an exciting one since the successful applicant will work across the different disciplines and age groups and with a team of teachers, each with different specialisms. The role would suit a recent Art graduate and the long holidays leave plenty of time to develop your own practice with access to dedicated equipment such as the kiln, workshop and printing presses. This role will also be of interest to anyone considering a career in Art teaching.

Salary will be determined by experience, but is generous compared to many similar positions. The successful applicant will have access to extended Ark benefits as well as extensive CPD opportunities.

If you share in our commitment to excellence, we want to hear from you. For information about the school, please go to [www.burlingtondanes.org](http://www.arkacademy.org). Visits to the academy before application submission are welcomed. Please contact Julia Morson on 0208 735 4972 or email Julia.morson@burlingtondanes.org to arrange this.

To apply, please complete the online application by visiting: <https://goo.gl/GLIyu4> . Please complete your application by **11am** on **Friday 23rd June 2017.**

Ifyou have any technical issues, please contact the recruitment team on 0203 116 6345 or email recruitment@arkonline.org.

**Location:** Ark Burlington Danes Academy, Wood Lane, London W12 0HR

**Closing Date: 11am** on **Friday 23rd June 2017
Interview: w/c 26th June 2017**

**Hours:** 36 hours per week, term time only (39 weeks)

**Start Date:** September 2017

**Salary:** Ark Support Staff Spine point 6- 11, £17,616 - £18,985 equivalent. Actual Salary £15,086 – 16,258 per annum, depending on experience

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: Art Technician**

**Start date:** September 2017
**Salary:** Ark Support Staff Spine point 6- 11, £17,616 - £18,985 equivalent. Actual Salary £15,086 – 16,258 per annum, depending on experience
**Hours:** 36 hours per week, term time only (39 weeks)
**Report to**: Head of Art Faculty

**The Role**

To support the staff and students in the preparation and delivery of the KS3 and KS4 curriculum for Art.

To ensure that the learning environment (classrooms and display boards) are up to date.

**Key Responsibilities**

* To prepare (and where appropriate manufacture) teaching materials, recourses, and models as required to ensure effective support for teaching staff in the department
* To monitor standards and practices within the classroom and identify and communicate improvements to working practices to ensure the highest standards are achieved
* To assist with inventory of equipment and stock control in order to maintain a supply materials. Order stock as directed by the Head of Department so that resources are adequate for lessons
* To liaise with suppliers in the repair and maintenance of all machines and equipment
* To prepare and store materials in order to ensure classes are well equipped
* To maintain and clean standard kitchen fixtures and fittings and prep areas on a daily basis
* To receive and check deliveries of supplies to ensure accuracy from suppliers
* To provide technical assistance and information in the classroom and across the school community in order to support students and staff
* To support students in the classroom environment to assist in the learning process where appropriate
* To maintain well organised teaching and materials preparation rooms
* To maintain and create safe and tidy storage areas and storage systems
* To demonstrate practical making techniques to groups of students and teachers and be willing to learn new techniques and deliver as necessary
* To assist with the maintenance of the departmental intranet
* To assist classroom teachers as directed to produce creative displays for the department that can be used to enhance classroom practice
* To work with the Head of Department to organise Departmental Safety Audits

**Other**

* Undertake other various responsibilities as directed by the line manager

**Person Specification: Art Technician**

**Qualification Criteria**

* Right to work in the UK
* Ideally qualified to degree level or proficient to A-Level standard in art

**Knowledge and Experience**

* Awareness of the latest Health & Safety regulations
* Ideally the candidate will have experience of working in a school
* Use of Microsoft Word, Excel and PowerPoint
* Experience of dealing with suppliers in terms of organising quotations, ordering stock and arranging maintenance visits
* Knowledge of health and safety requirements in a kitchen, to ensure a consistently safe working environment
* Awareness of manual handling best practice.

**Personal Characteristics**

* Genuine passion and a belief in the potential of every pupil
* Ability to relate to young people and adults in the learning environment
* Helpful, positive, calm and caring nature
* Respectful of different experiences, ideas and backgrounds of the members of the whole school community
* Able to establish good and collaborative working relationships
* Able to remain calm in a fast passed environment
* Able to follow instructions accurately but make good judgments and lead when required
* Able to work to deadlines.

**Specific skills**

* Good communication skills, including written and oral
* Ability to work and plan under pressure
* Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
* Able to help implement the necessary routines and patterns to establish good behaviour management within the school
* Understands the importance of confidentiality and discretion.

**Other**

This post is subject to an enhanced Disclosure and Barring Service check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*