

JOB DESCRIPTION

POST TITLE: Art Technician (part time – 3 days per week)

PAY: Scale 4

RESPONSIBLE TO: Head of Art

WORKING HOURS: term-time only + 40 weeks, 18
hours per week

Overall Purpose :

- To provide quality support for both pupils and teachers in both curricular and extra-curricular activities in Art.
- To carry out a range of tasks and duties which support the work of the Art department and the promotion of Art throughout the school.
- To be responsible for Art displays throughout the school.
- To contribute to the drive to raise standards of pupils' attainment, achievement and behaviour for learning throughout KS3 and KS4.

Accountability :

- To line manager, teachers, teaching assistants and support staff.
- To participate in performance management and undertake reviews and target setting in line with the school policy.
- To comply with school health and safety policies and practices, including risk assessment and child protection procedures.
- To organise and manage appropriate learning environments and resources in order to promote pupil progress.
- To participate in Art planning and policy making under the leadership of the Head of Art.
- To play a key role in fostering an orderly ethos within the department.
- To support teaching staff in securing appropriate outcomes for pupils which demonstrate added value.
- To ensure that matters of concern, particularly in relation to standards of safety and security, are brought to the attention of the Head of Department.

Specific Responsibilities

- To display pupils Art work throughout the school and Art Department.

- To maintain and control systems for storage, stock control and ordering of consumables and items of capital equipment in liaison with Head of Department to the departmental budget.
- To be responsible for the safe use of plant/machinery within the art department.
- To prepare or recycle clay and prepare glazes for use in ceramic workshop lessons.
- To load the kiln and fire ceramic work using the kiln safely.
- To maintain a work log of jobs undertaken and completed.
- To maintain clean, safe tools and equipment.
- To assist pupils and staff when working using 3D materials.

Support for Teachers

- To prepare and set out equipment and resources for teachers use in lessons as directed.
- To be responsible for ensuring the provision of appropriate, comprehensive high quality support to the Art Department.
- To attend and contribute to Department meetings and maintain liaison with other staff to assist in the smooth running of the Department and Curriculum.
- To provide clerical and administrative support for the Art Department as and when required.
- Advise on appropriate deployment and use of specialist aid / resources / equipment.

Support for Pupils

- To provide a positive role model and help and support as and when required with the completion of Art work.
- To ensure that the Art rooms are safe and stimulating environments and are a safe place to work and learn.
- To help in the delivery and demonstration of art techniques for pupils in lessons in partnership with the class teacher.
- To unload and store the pupils ceramic work safely keeping the flow of work in and out of the kiln room manageable.
- Support the development of the use of ICT to effectively enhance learning activities and pupil's competence and independence in its use.
- To take responsibility for own personal development, liaising with Head of Art and/or Senior Leader responsible for CPD
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Support the aims and ethos of the school and build and contribute to a shared vision making use of all means of communication
- To recognise and support the implementation of school policy on Equality

- Recognise own strengths and areas of expertise and use these to advise and support others
- Contribute to the preparation of appropriate out of school learning activities which consolidate and extend work carried out in class

Additional Duties

- To carry out any other duties as may reasonably be required by the Head of Art or any member of SLT.

Art Technician

Person specification

1. Basic qualifications in English (GCE 'O' level / CSE Grade 1/ GCSE)
2. Qualifications relevant to the post (e.g. relevant degree) and practising interest in either area
3. Able to prepare clay and other materials (plaster, wood, plastic, metal) for use in class
4. Able to advise and use glazes and use the kiln efficiently and safely
5. Able to use ICT
6. Able to relate well to young people
7. Able to communicate and work in partnership with other professionals
8. Able to follow instructions and to use initiative when appropriate
9. Able to maintain a safe, clean, tidy and attractive environment
10. Able to carry out administrative tasks with efficiency and keep accurate records
11. Have awareness of the implications of various school policies
12. Willingness to be involved in appropriate training