

|                             |  |
|-----------------------------|--|
| <b>Job Title:</b>           | Art Technician                                       |
| <b>Multi Academy Trust:</b> | Ted Wragg Multi Academy Trust                        |
| <b>School:</b>              | St James School                                      |
| <b>Responsible to:</b>      | Head of Art & Design                                 |
| <b>Salary grade:</b>        | Grade C  |
| <b>Working pattern:</b>     | Part-time/Term time only – 28 hours p.w./39 wks p.a. |

#### Key purpose of job

- Under the overall leadership and management of the Head of Art & Design provide assistance in the preparation of resources for lessons and to provide technical support and advice to staff and students within the Arts which includes Art and iArt.

#### Anticipated outcomes of post

- Lessons will be well resourced and prepared and students will be supported in lessons to achieve their best. Department systems and processes will be well established and followed and benefit all working in the department.

#### List key duties and accountabilities of the post

- Assisting teachers where necessary in preparation of resources and supporting students and teachers in Art and iArt lessons.
- Provide and prepare equipment for examinations and exhibitions.
- Full involvement with video, digital application, lighting sound applications.
- General administration such as filing, photocopying and checking and ordering of relevant stock.
- Assisting in the maintenance of teaching areas.
- Supporting in the exhibiting of students work.

#### Budgetary / Financial Responsibilities of the post

- None

#### Supervision / Line Management Responsibilities of the post

- None.

### Working Environment & Conditions of the post

- In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel within any school in the Ted Wragg Multi Academy Trust.

### Other Duties

- To undertake additional duties as required, commensurate with the level of the job.

### Other Duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- This post is based at St James School but the post holder may be required to move their base to any other location within the Trust upon request
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post

## Person Specification

|  | Essential / Desirable | Evidence |
|--|-----------------------|----------|
|  |                       |          |
| <b>Qualifications:</b><br>Willing to undertake appropriate training<br>Education to a minimum of GCSE (or equivalent) standard<br>Degree or equivalent in Art/Visual Arts and GCSE in Art related subject at Grade C or above.   | E<br>E<br>D           | A,I      |
| <b>Experience:</b><br>Knowledge of creative arts.<br>Good knowledge of visual arts.<br>Good knowledge of digital application skills.<br>Experience of working with clay and kiln operation.<br>Experience in working in a school environment                                 | E<br>E<br>D<br>D<br>D | A,I      |
| <b>Organisation:</b><br>Able to work quickly with a high degree of accuracy<br>Excellent time management skills<br>Ability to work under pressure and meet targets and deadlines<br>Ability to work in a busy environment on tasks that require high levels of concentration | E                     | I, R     |
| <b>Personal Qualities:</b><br>Ability to adapt to change<br>Self-motivated, enthusiastic and able to use own initiative<br>Flexible in thinking<br>Good sense of humour  | E                     | A, I, R  |
| <b>General:</b><br>An ability to establish good working relationships<br>A commitment to equal opportunities and the ethos of the school<br>Committed to safeguarding children<br>Good attendance and punctuality  | E                     | A, I, R  |

### Key to Evidence:

A – Application Form & Letter  
C - Certificates  
I – Interview  
R - References