

JOB DESCRIPTION



POST : Art Technician – Full time, term time only

GRADE : Scale 5

RESPONSIBLE TO : Curriculum Leader, Art & Design

The Governors of the College expect all employees to be fully committed to the College's Equal Opportunities & Health & Safety Policies & accept personal responsibility for practical application. All employees are required to comply with & promote these policies & to ensure that discrimination & danger is eliminated within the service to staff, the students, their parents & carers.

Job Purpose

This appointment is a technical position, supporting the Head of Art & Design with the smooth running of the department.

The successful appointee will be required to work closely with Art & Design teaching staff and to maintain stock levels of goods and equipment.

Main Tasks and Responsibilities

1. In common with all other staff:

- 1.1.** To support the College's mission, vision & strategic objectives.
- 1.2.** To implement the College's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.
- 1.3.** To participate in continuing professional development.
- 1.4.** To implement the College's health & safety policies & practices.

2. In common with all support staff:

- 2.1.** Participate in College-wide projects & tasks.
- 2.2.** To work collaboratively to meet the specific needs of workload peaks.
- 2.3.** Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the College, & work outside of regular daytime hours.

3. Particular to the Post

- 3.1.** To carry out daily maintenance duties as specified by the Head of Art & Design.
- 3.2.** To maintain equipment, materials, facilities and services in the Art & Design studios such as stock replenishment, auditing the darkroom to ensure working order.
- 3.3.** To manage the storage of materials, equipment and artwork efficiently.

- 3.4. To prepare specialist materials and equipment for use in lessons when required.
- 3.5. To assist with the documentation of pupils' work
- 3.6. To provide technical assistance to pupils during lessons and study sessions.
- 3.7. To provide technical support to staff and pupils for ceramics, sculpture and to assist with firing, glazing, recycling, mixing glazes and slips as well as packing and firing the kiln.
- 3.8. To provide technical support for developing and printing in the darkroom.
- 3.9. To provide technical support for woodworking and metalworking.
- 3.10. To provide technical support for developing and printing in screen printing.
- 3.11. To provide technical support coating screens/exposing screens/cleaning screens.
- 3.12. To provide technical support for Photoshop and Illustrator.
- 3.13. To assist with Art & Design departmental displays and the preparation, mounting and installation of artwork in the gallery and in the foyer of the art block.
- 3.14. Assist mounting and display - of GCSE, AS and A Level Art & Design for moderation.
- 3.15. Assist with display of subject specific language to develop vocabulary.
- 3.16. To provide skilled assistance to academic staff in preparation of teaching aids.
- 3.17. Liaise with cleaners and maintenance staff.
- 3.18. Have a technical frame of mind and the ability to resolve technical issues.
- 3.19. To undertake any other reasonable duties as required.

Other duties

- To lead with ordering of materials under the guidance of the Head of Art & Design.
- To check incoming deliveries, to unpack and distribute as necessary.
- To issue materials as required.
- To maintain a supplier database.
- To review the inventories of resources Health and Safety requirements.
- To be responsible to the head of site management for health and safety matters and to carry out Risk and COSHH assessments as required by the site manager.
- Manual handling/lifting.
- To keep abreast of new techniques in identified specialist areas.

Safeguarding

Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

PERSON SPECIFICATION

POST TITLE: **Art Technician**

Requirement	Essential	Desirable	Proposed Selection Method*
Experience			
Art & Design based training would be highly beneficial	/		Application form and portfolio
Willingness to undertake training on specialist machinery	/		Application form / interview
Practical experience and proven organizational skills as evidenced by recent and extended work in an effective technician related support role.	/		Application form / interview
Experience of managing learning resources, materials and equipment including their maintenance and compliance with relevant Health & Safety at Work provision.	/		Portfolio / interview
Qualifications			
Level 3 qualification. The candidate should have already been through an Art and Design course (at least BTEC Level 3 Art and Design, Foundation Course or /and Art based Degree.)	/		Application form
A driving licence and the ability to drive a minibus an advantage		/	Application form
Skills & Abilities			
Computer skills in Word, Excel and Photoshop and Illustrator (some training could be provided if necessary, in Photoshop and Illustrator)	/		Application form / portfolio / interview
Excellent communication skills and ability to build effective working relationships with staff and pupils	/		Application and interview
Evidence of ability to work with young people of wide-ranging ability levels and special educational needs.	/		Application form
Ability to communicate effectively with people and understand the views of others.	/		Application form
Technical skills required to assist teachers and students (at least from 3 specialist areas): <ul style="list-style-type: none"> • Graphical software packaging (InDesign, Illustration, Photoshop, video editing) • Photography (digital, dark room, wet processing) • Printing skills (screen-printing, textile, plotters, heat-press, transfers) • 3D and DT skills (clay, casting, welding, lazer cutter, woodwork) • ICT – printing resources maintenance • Mixed Media (including textile - loom preparation, sewing machines) 	/		portfolio

Qualities			
Flexible working (Occasional Saturday may be required)		/	
Commitment to the Council's Equal Opportunities Policy and acceptance of responsibility for its practical application through the duties of this post.	/		Application form
Adaptability, flexibility and creativity in supporting staff and students in their work in a variety of settings.	/		Application form / portfolio
Commitment to working as a member of the Art Team.	/		