Job Description: 0.5 Art & Media Technician

Role Specific

1. To provide technical support for the teaching of Art and Media with particular responsibility for preparation of photosilkscreens
2. To assist with classroom set-ups, ordering of stock etc.
3. To assist in the usage of computer software for visual imaging
4. To prepare/organise the safe storage, usage, disposal and ordering of equipment/materials associated with technical support
5. To mount, present work for exams, displays and exhibitions
6. To provide admin support to the wider team, as required
7. To actively promote equality of opportunity and ensure that all students are involved in an environment which positively helps them to succeed
8. To promote the principles and practices of total quality management
9. To ensure good communication at all levels
10. To undertake any other duties that the Principal considers appropriate

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

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Person Specification	0.5 Art & Media Technician
Qualifications and Attainments	**Essential / Desirable**
4 GCSEs or equivalent including Maths and English at Grade C or above	Essential
DIP HE/HND/BA in Art & Media	Desirable
Training, Experience and Knowledge	
Practical experience, awareness and understanding of Art & Media practice	Desirable
Ability to prepare photosilkscreens	Desirable
Ability to use computer software for visual imaging	Desirable
Ability to mount and present work for exams, displays, exhibitions	Desirable
Personal Skills and Attitudes	
Ability to manage own workload and prioritise effectively	Essential
Have a highly responsive, flexible and adaptable attitude	Essential
Display initiative, be positive and enthusiastic	Essential
Possess excellent ICT skills	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Possess excellent communication skills	Essential
Be a team player	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College	Essential