

Durrington High School

Art and Design Technician and Teaching Assistant

JOB DESCRIPTION

What is the purpose of the job?

- ◆ To support the curriculum leaders and teams in providing outstanding learning experiences; complying with health and safety regulations and advising staff as appropriate
- ◆ To ensure confidentiality and discretion at all times
- ◆ Make a positive contribution to student well-being, staff teams and school life
- ◆ Be committed to your own professional development and actively seek out opportunities to expand your role specific knowledge
- ◆ Be able to implement and uphold school rules and ethos; being an excellent role model for students and providing a high quality service for the school
- ◆ To be responsible for safeguarding and prioritising the welfare of children

What you have to achieve

- ◆ High quality support to staff and students
- ◆ Effective organization and administrative support for the Art and Design team

What are the job particulars?

- ◆ DMAT scp 4-5 depending on experience, actual salary £14,535 – £14,826 - 32.5 hours per week term time only plus training days and major school events i.e. Open Evening and Sports Day.
- ◆ Accountable to your line manager and ultimately to the Headteacher. The Headteacher may, from time to time, ask the post-holder to perform additional reasonable activities and responsibilities appropriate for someone at this level.

Activities – what do you have you have to do?

Art and Design Technician

- ◆ To deliver outstanding technical and administrative services, demonstrating initiative and a clear understanding of school expectations, procedures and events
- ◆ To carry out daily maintenance duties as specified by the Curriculum Leader
- ◆ To manage the storage of materials, equipment and artwork efficiently and in good order
- ◆ To prepare specialist materials and equipment for use in lessons supporting staff in providing an inspiring and safe learning environment
- ◆ To provide technical assistance to students during lessons and private study sessions
- ◆ To provide technical support in GCSE Photography lessons
- ◆ To be responsible for art departmental displays
- ◆ To provide skilled assistance to teachers in preparation of teaching aids
- ◆ To make stretchers for canvases, priming these in preparation for year 11 mock exam in November and then final exam in March across all Fine Art classes
- ◆ Liaise with cleaners and premises staff and ensure the area conforms to H&S standards
- ◆ Have the ability to resolve technical issues across the department
- ◆ Maintenance of sewing machines on a weekly basis (training will be provided if not experienced)
- ◆ Cleaning of sinks, brushes and pallets
- ◆ To undertake any other reasonable duties as required
- ◆ To be responsible for all ordering under the direction of the Curriculum Leader; maintaining a suppliers database and an up to date inventory
- ◆ To check incoming deliveries, to unpack and distribute as necessary
- ◆ Planning and organisation of local, national and international trips
- ◆ Designing and producing Art Show invitations and sending out to local schools, colleges and the community
- ◆ Collecting student information, copying passports, regular dialogues with Travel Company
- ◆ Coordinating first aid for all trips
- ◆ Assisting to make sets etc as part of the school production/performance team
- ◆ Advise the team and Curriculum Leader of any Health and Safety concerns, ensuring all practice is compliant.

Teaching assistant

- ◆ Support students' to make outstanding progress
- ◆ Foster the inclusion of students in school life
- ◆ Work collaboratively with staff in a range of school based teams (e.g. Learning Support department)
- ◆ Develop positive working relationships with parents in order to promote progress
- ◆ Prepare and share differentiated materials as requested/on initiative to support and secure the learning and progress of students.
- ◆ Understand what is required of the student(s) to achieve well.
- ◆ Contribute to the health, safety and well-being of students
- ◆ Complete records/reports as required using ICT
- ◆ Liaise with staff in relation to student well-being and progress
- ◆ Support and implement all school policies
- ◆ Implement any special examination arrangements as directed
- ◆ Attend professional development sessions as recommended by the SENCO or other senior staff

Person Specification

Attributes	Essential	Desirable	How identified
Physical and sensory	Ability to work under pressure and manage time effectively Demonstrate robustness and resilience		Evidence will be taken from your application, interview and references
Qualifications/ knowledge	2 / 3 A levels or equivalent Grade C/5 or above in English and Mathematics GCSE Clean driving licence Computer skills in Word, Excel, Photoshop (some training in Photoshop can be provided if necessary)	Degree/Art qualification Able to drive the mini bus Able to maintain sewing machines Woodworking skills would be an advantage (making picture frames, hanging pictures etc.) Knowledge of photography, film and digital media	Evidence will be taken from your application, interview and references
Experience	Able to work at a good pace whilst being accurate in all aspects of your work. To be confident in using Microsoft word, excel, power point and be able to mail merge. Confident and efficient telephone skills	Experience of working within a school/education setting. Wood working skills Photography interest	References
Training	Willing to undertake professional development and share your learning with colleagues. Ability to keep abreast of new techniques in identified specialist areas.	If you do not have a valid first aid certificate, training will be provided; this is an expectation.	Evidence will be taken from your application, interview and references
Circumstances – personal	Proven willingness and capacity for hard work. A personality to merit the respect of students and to encourage them.		Interview Application References
Skills and qualities	The ability to develop learning resources to enable students with specific learning needs to access course content and achieve their personal best. Highly motivated, clear thinking and principled Committed to equality of opportunity Able to manage time effectively. The ability to effectively engage young people. Excellent communication skills and ability to build effective working relationships with staff and management at all levels.	An understanding of student learning needs, how to question students to assess knowledge and progress.	Interview Lesson Tasks References