

Job Description

Art Technician

Role:

To provide technical and practical support to the Art and Textiles Teams to ensure consistent excellence in the standards and achievement, teaching and learning, quality of provision and personal development of pupils within the respective faculties.

Responsible to: Team Leader of Art

Responsible for

Operational:

- Drawing up and maintaining inventories of equipment
- Maintaining resources and keeping a record of stocks
- Ordering materials and tools via normal school procedure, as required and authorised by Team Leaders
- Preparing materials for lessons, as requested by teachers
- Replenishing of Stock in art rooms, when running low.
- Preparing displays.
- Photographing / scanning of students' work for exhibition / display use and as resource for students' sketchbooks
- An ability to use "In Design" or "Photoshop" would be an advantage, to support creation of Flyers / posters for events, exhibitions within the department and school (e.g Open Evenings)
- Carrying out daily tasks as directed by Team Leaders
- Ensuring each teaching room is tidy and clean, including the cleaning of sinks, draining boards and the tidying of bookshelves
- Ensuring all tools and equipment are stored securely after use
- Ensuring all students' work and unused material is returned to the appropriate storage areas
- Overseeing preparation and hanging of Annual Exhibition
- Supporting Study Supervisors sufficiently to enable smooth cover lessons
- Occasionally offering students technical support

Work with Art Teachers

- Liaise and agree weekly lesson requirements
- To review subject/topic requirements on a regular basis

How to fulfil the role

In order to fulfil this role effectively, the following qualities and characteristics are required, and training is available as appropriate:

Initiative

- *Flexibility: the ability and willingness to adapt to the needs of a situation.*
- *Methodical and organised*
- *Thinks and acts ahead*
- *Ability to work unsupervised*

Relating to others

- *Team working: the ability to work with others to achieve shared goals*
- *Experience of working with young people*
- *Support and endorse the school's Christian ethos*
- *Sense of humour*

Reflecting

- *Reflect on personal development and undertaking further training as agreed.*

Reliability

- *Able to complete work in a reasonable time to the required standard*

Bishop Luffa School is committed to safeguarding and promoting the welfare of our children and young people, and expects all staff to share this commitment.

Hours per Week: **15**

Grade: **3**

Date last reviewed: **June 2019**