

Job Description and Person Specification

Post: Art Technician

Responsible to: The Headteacher and the Governing Body of The Petchey Academy; under the day-to-day leadership of the Subject Leader for Art & Design

Responsible for: No line management responsibility

Remuneration: Scale 5 (point 12-15)

Status: Term Time + 1 week. Permanent

Purpose of the Post

- To have the highest expectations of all students, using effective resources and methods to achieve the highest standards of learning and achievement for all students.
- To work as part of a support team in helping the academy in attaining its aims and objectives by providing timely and effective assistance to all teaching staff in Art & Design
- To co-ordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the Art & Design curriculum. This will include liaising with teaching staff and support staff
- To ensure compliance with health and safety regulations is maintained at all times

Specific Responsibilities:

- Responsible for the timely provision and effective preparation of materials for lessons (from Key Stage 3 to Key Stage 5), through regular liaison with teaching staff.
- Assist the Art staff with the clearing and tidying of workplaces and preparation areas both after lessons and at the end of the day.
- Ordering, checking and compiling stock lists for resources, which include school stationary and books.
- Assist students and NQT's with practical work as directed.
- Provide photographic and design support to the Communications & Marketing Manager to ensure a positive climate for learning in the Academy.
- Editing, recording and creating promotional marketing materials for the Academy ensuring GDPR compliance at all times.
- Assist with the supervision of pupils out of lesson times within relevant discipline e.g. clubs, extra-curricular activities.

Support for the Curriculum

- Demonstrate to and assist others in safe and effective use of specialist equipment/materials.
- Undertake structured and agreed learning activities/teaching programmes.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance management as required.

General duties

- To carry out other duties in line with the overall purpose and responsibilities of the post.
- To comply and actively promote academy policies, including Behaviour for Learning, Inclusion, and Health and Safety.

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- To promote positive pupil conduct. To confront negative pupil conduct and take appropriate steps to deal with it.
- Develop high quality functional relationships across the staff, students and with families

Managing People

- Take part in the Performance Management process both as a reviewee and/or as a reviewer

Make a strong contribution to the day to day management of the Academy

- Ensure that Health & Safety and Child Protection procedures are strictly adhered to in the areas you are responsible for.
- Model the highest expectations and act as a strong presence around the academy
- Act as a role model for staff and students through personal and professional conduct.

Commitments

All staff must be fully committed to:

- the highest possible expectations of all students;
- equity, diversity, inclusion and social justice;
- safeguarding and promoting the welfare of children;
- their own professional and personal development.

EQUALITY AND DIVERSITY

The Petchey Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and his or her contribution to the learning process will be valued. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

The Petchey Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.

A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

Note: This job description will be reviewed annually.

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Qualifications

1. Be educated to at least A Level or equivalent in an Art/Design related subject.
2. Relevant CPD in Art /Design or other subject related areas

Experience

3. Experience of undertaking a range of Art tasks.
4. Previous experience of working in a Art/or design environment.

Knowledge and Skills

5. A good knowledge of National Curriculum requirements.
6. Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the Art & Design curriculum.

Personal Qualities and Attributes

7. A commitment to the aims and values of community comprehensive education, the academy's vision and ethos, as well as to the implementation of equal opportunities policy and practice
8. The ability to establish effective and appropriate relationships with students and staff.
9. Is flexible, able to work under pressure and meet deadlines.
10. Understands the importance of professionalism and confidentiality.
11. Is a strong role model for staff and students.
12. Has a proven record of excellent attendance and punctuality.