

ART AND DESIGN TECHNICIAN



INFORMATION



Clifton High School

co-educational nursery school to sixth form

ACCOUNTABILITIES AND DESCRIPTION OF POST ART AND DESIGN TECHNICIAN

JOB TITLE:	ART AND DESIGN TECHNICIAN
DEPARTMENT:	ART AND DESIGN
REPORTS TO:	HEAD OF ART
1.	GENERAL QUALITIES <p>The Clifton High School Art and Design Technician will have a professional attitude, and strive to maintain very high educational standards. They will have a strong regard for children's safety and wellbeing, always putting the child first. They will provide a high level of support of the education, social and physical needs of the children and have the ability to motivate and inspire.</p>
2.	SAFEGUARDING <p>The Art and Design Technician will be committed to Safeguarding and promoting the welfare of children and young people both in and out of the School when in their charge and care. The Art and Design Technician will also ensure that any individuals working with the children are also committed to Safeguarding and are fully aware of the School's policies and procedures beforehand.</p>
3.	TERMS AND CONDITIONS SPECIFIC TO THE ROLE OF ART AND DESIGN TECHNICIAN AT CLIFTON HIGH SCHOOL <p>This is a part time, permanent, term time role; for ten hours per week over two days as agreed with the Head of Art. The flexibility to occasionally work outside normal working hours is required.</p>

4.	<p>MAIN RESPONSIBILITIES OF THE ART AND DESIGN TECHNICIAN</p> <ul style="list-style-type: none"> • Work closely with the Head of Department to facilitate the implementation of schemes of work for pupils in Years 7 to 13 (including GCSE and A level courses) • Preparation of materials and classrooms ahead of lessons • Tidying up after lessons and ensuring classrooms are kept presentable • Mounting and display of artworks for school displays and public exhibitions • Maintaining art and design equipment • Work with pupils in groups and individual pupils as necessary • Give feedback to class teachers about progress of pupils
6.	<p>COMMUNICATIONS:</p> <ul style="list-style-type: none"> • Head of Art • Members of staff across the School • Current pupils and parents; prospective parents and pupils and visitors to the School <p>The post holder will be required to act in a professional manner at all times, establishing good working relationships with colleagues. The position also requires good communication skills when working with staff, pupils, parents and visitors to the School</p>

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.



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PERSON SPECIFICATION

ART AND DESIGN TECHNICIAN

JOB TITLE:	ART AND DESIGN TECHNICIAN		
DEPARTMENT:	ART AND DESIGN		
REPORTS TO:	HEAD OF ART		
Essential	Desirable	Assess by	
Qualities which are essential to the satisfactory performance of the job and without which an applicant cannot be appointed	Qualities additional to those described as essential which may enhance your application. This is not an exhaustive list and you may add anything you feel is relevant to your application for the role.	AF = application form T = Teaching I = Interview	
Qualifications			
<ul style="list-style-type: none">A good standard of written English, minimum C grade at GCSE or equivalentA degree or Higher Education qualification in an Art and Design related course (or a working background in either art or design)		AF/I	

Essential	Desirable	Assess by
Qualities which are essential to the satisfactory performance of the job and without which an applicant cannot be appointed	Qualities additional to those described as essential which may enhance your application. This is not an exhaustive list and you may add anything you feel is relevant to your application for the role.	AF = application form T = Teaching I = Interview
Skills and experience		
<ul style="list-style-type: none"> A range of Art and Design technical skills with a good attention to detail and quality 	<ul style="list-style-type: none"> Experience in Photography (chemical and/or digital techniques) Experience of 3D design techniques (laser cutters, 3D printing) Experience of Ceramic techniques Experience of working with secondary age pupils 	AF/I
Personal competencies and qualities		
<ul style="list-style-type: none"> High personal standards of appearance Able to demonstrate enthusiasm about Art and Design “Can do” attitude with ability to use initiative A polite professional manner The ability to exercise tact and discretion Some flexibility with changing working hours when necessary 		AF/I