



## Job Description

Post title	DNA (Design and Art) Technician
Academy	Haberdashers' Aske's Hatcham College
Grade	Band 3 Point 9 to Point 12 on the Aske's Support Pay Scale (£17,556 - £18,853 per annum for 44 weeks per year)
Responsible to	Head of DNA

### Summary of the overall purpose of the job

Are you passionate about Art and Design, organised, self-motivated and committed to securing excellent outcomes? Ensuring every student achieves beyond their own expectation? You'll be an effective communicator and be able to use your initiative. A flexible 'can do' attitude is essential and you will be able to adapt to changing circumstances and embrace new ideas.

We are seeking to appoint an enthusiastic and highly-skilled Technician to support the work of our students and staff in our dynamic DNA Faculty (Design and Art). The Technician is a valued part of our school team and plays a pivotal role. The ideal applicant will have skills and knowledge in the use of specialist design programmes in Adobe Illustrator/Adobe Photoshop with Photography and darkroom experience. The post involves assisting members of the team in preparation of lesson materials, equipment and the maintenance of resources and The Technician is also responsible for the display of student work and design projects around the college.

The DNA Faculty develops a wide range of skills and knowledge within our KS3 carousel and GCSE and A level courses. These include techniques within the Fine Art, Photography, Art textiles, and Graphics disciplines that support the National Curriculum. The successful candidates must be confident in the processes and understand the limitations of such skills within a school context and offer solutions.

We are committed to safeguarding and protecting the welfare of young people. The successful candidate will be DBS checked.

The post-holder will support classes in Fine Art, Photography, Art textiles and Graphics. The post involves preparation of lesson materials and the maintenance of resources. Technicians are responsible for the display of pupil work and design projects around the college.

### Key responsibilities and objectives of the job

#### Stock

- Ordering stock within the allocated budget.
- Manage and review storage systems- student work, supplies and individual classes.
- Implement new functional storage systems when required.
- Manage and review system for collecting student work.

- Keep cupboards in classroom fully stocked at all times.
- Check stock cupboards each morning at 8:30am and replenish.
- Liaise with the Finance Department.
- Manage stock orders in advance with Head of Faculty.
- Check invoices for stock and return to the Finance Department.

### **Display**

- Prepare work for display: mounting, framing and installation to a professional standard.
- Work on independent display projects.
- Display student work in DNA rooms and change displays each term.
- Assist the installation of student work for DNA exhibitions.
- Take photos termly of student work and file in electronic DNA folder.
- Provide Web Manager with edited photos of student work and exhibition events for website.
- Oversee DNA Photography and Graphics blog.

### **Lesson Support**

- Have an active presence during lessons and lead skills demonstrations.
- Support students with ICT.
- Monitor H&S.
- Support the College Behaviour Policy and implement when necessary.
- Use the College 'ON CALL' process when applicable.
- Assist DNA Enrichment Activities.

### **Communication**

- Communicate with the Faculty via email.
- Review and modify communication systems when necessary.
- Instruct PGCE and IOE students regarding Faculty systems.
- Attend meetings as directed by Head of DNA.
- Attend Professional Learning Sessions.

### **Maintenance**

- General upkeep of display and still life objects.
- Be aware of where individual student work is stored.
- Lead a major re-design of DNA at the end of each academic year- disposing of former work.
- Reorganise the rooms for the new annual intake of pupils.
- Keep past work safe until it is collected by students- contacting individual pupils about work left that is needed to be collected.
- Maintain a clean, organised working environment with a strong awareness of Health H&S.
- Contact site maintenance when necessary.

### **General responsibilities and objectives**

- To keep up to date with all the policies and procedures of the Federation as they impact on this post or as they impact on all employment matters.
- To respect and actively promote equality of opportunity in line with the policy of the Federation.

- To respect support and actively promote the vision & ethos of the Federation. To act as a positive representative of and ambassador for the Federation in its contacts with outside bodies and organisations.
- To cover for absent colleagues as requested by the Admin Site Leaders
- To undertake any other duties as required within the grading and remit of the post and to actively assist to cover staff sickness or other absences as required by the line manager
- To be committed to safeguarding the welfare of children & vulnerable adults, especially in relation to visitor access through the reception area
- To cooperate with the application for an Enhanced Disclosure from the Disclosure and Barring Service
- To complete the Safeguarding training on appointment and periodically thereafter as detailed in the Safeguarding policy

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

## Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED
			AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
• H&S certification			AP/I
• Qualification/ training in Design and/or Art			AP/I
• Screen printing equipment and techniques			AP/I/R
• 2D painting range and chemicals			AP/I/R
• Digital print/ graphics output			AP/I/R
• Photoshop			AP/I/R
• Illustrator			AP/I/R
• Analogue Photography			AP/I/R

• Darkroom operations and chemicals			AP/I/R
• Display and installation skills: mounting			AP/I/R
Experience			
• Minimum 1 year technician role in a school context.			
• Demonstrated experience working with young people.			
• Demonstrated experience in display/ exhibition of work.			
Personal characteristics/other requirements			
• To be an effective role model.			AP/I/R
• The ability to work collaboratively as a member of a team.			AP/I/R
• The ability to work independently and show initiative.			AP/I/R
• The capacity to remain calm and to cope with the unexpected.			AP/I/R
• The ability to pay attention to detail.			AP/I/R
• Excellent attendance and time keeping record.			AP/I/R
• Energy, enthusiasm, and commitment.			AP/I/R