



## Job Description

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<b>Post:</b>	Art & DT Technician
<b>Accountable to:</b>	Head of Art
<b>Salary:</b>	£18,814 - £20,940 per annum pro-rata'd to term time only
<b>Working Pattern:</b>	35 hours per week, Term Time Only - 39 weeks per year
<b>Location:</b>	City of London Academy (Southwark)
<b>Disclosure level:</b>	Enhanced

### Main Purpose

- To provide general support under the instruction or guidance of the senior staff in a specific curriculum and resource area, including preparation and maintenance of resources and support to staff and pupils.
- To ensure that Health and Safety standards are met in all preparation and work areas within the Art and Design Technology accommodation

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### Key Accountabilities

Listed below are the key accountabilities for this role; however, this list should not be viewed as exhaustive:

#### Support for Pupils:

- Support pupils in accessing learning activities as directed by the teacher by providing technical assistance
- Provide feedback to pupils in relation to progress and achievement

#### Support for Teachers:

- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of equipment / resources / materials
- Assist with the supervision of pupils out of lesson times within relevant discipline e.g. clubs, extra-curricular activities
- Undertake basic record keeping as directed
- Assist the teacher with learning activities ensuring the health and safety of pupils
- Deliver agreed demonstrations / practical lessons under the guidance of the teacher

#### Support to the School:

- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher / HoD to support achievement and progress of pupils.
- Attend and participate in regular meetings, including training and other learning activities as required
- Implement planned supervision of pupils out of lesson times within relevant discipline
- To assist with Art & Design Technology departmental displays and the preparation, mounting and installation of artwork around the school.
- To undertake such other duties as reasonably correspond to the general character of the post and commensurate with roles of this level within the academy e.g. assisting with the supervision of pupils within other subject areas on special days such as drop down days.

## **Departmental Equipment Management & Maintenance:**

- Monitor and manage stock and supplies, checking and unpacking incoming deliveries and cataloguing as required. Maintain a supplier's database
- Maintain specialist equipment, check for quality / safety, undertake repairs / modifications within own capabilities and report other damages / needs
- Demonstrate to and assist others in safe and effective use of specialist equipment and materials
- Provide specialist advice and guidance as required

## **Administration**

- Control and monitor the use of Art & Design Technology equipment and consumables across the school. Order new stocks as required, handle deliveries and check items, manage budget in conjunction with the Vice Principal (Community) and Head of Art / Design Technology
- Check that the asset register is updated on MIS; description, equipment serial numbers, location etc

## **Health & Safety**

- Control and store safely all tools, chemicals, flammables and specialised solutions, ensuring that current Health and Safety, COSHH and ESCC regulations are adhered to.
- Take responsibility for the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
- Ensure first aid stocks are maintained, fire extinguishers regularly tested and maintained, fire exits kept clear and that potential hazards are noted and reported appropriately?
- To be responsible for the safety of the kiln and clay management

## **Accountability**

### **Key Performance Indicators:**

- Availability of correct learning resources at specified times as requested by staff
- Percentage of time equipment is working effectively i.e. taking into account computer down-time, degree of faulty demonstration equipment and so on
- Level of Health and safety incidents relating directly to areas of responsibility
- Expenditure: budget v forecast for equipment and consumables
- Contribution made to improving standards within areas of responsibility

### **Statutory:**

- To work within a framework of best practise governed by the relevant occupational standards to support excellence in teaching and learning
- To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the school
- To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and relevant EC directives
- To adhere to the Academy's Equality policy in all activities, and actively promote equality of opportunity

### **Safeguarding Children:**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

**English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

## Person Specification

### Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

### Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

	Essential	Desirable
<b>Qualifications</b>		
GCSE at level A – C in English and mathematics or equivalent	Y	
A levels or further education in an Art / Photography / Design Technology related field		Y
<b>Experience, Skills and Knowledge</b>		
Experience of working in a school Art / Design Technology department		Y
Experience of working with art & photographic materials		Y
Experience of using clay and kiln firing		Y
Experience of photo stencil silk screen preparation		Y
Experience of using software such as Photoshop, adobe illustrator, TechSoft 2D design		Y
Experience of using machinery e.g. laser cutter, vacuum forming machine, fret saw, bandsaw		Y
Experience of working in photography dark rooms		Y
Knowledge of DSLR cameras and photographic lighting		Y
<b>Personal Qualities</b>		
Ability to engage in cooperative working to help the team achieve its goals	Y	
Ability to show initiative and to work with minimal supervision within an agreed framework	Y	
Ability to set and maintain the highest standard of professional relationship and behaviour with students and staff	Y	
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	Y	
Willingness to undergo appropriate checks, including enhanced DBS Checks	Y	
Motivation to work with children and young people	Y	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Y	