



**Executive Principal:** Dr Dayo Olukoshi, OBE

**Principal:** Mr Jamie Brooks

## **Job Description– Art, Craft & Design Technician**

*This job description does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. As with all posts, the Principal will reserve the right to vary the precise responsibilities should the needs of the school change and opportunities arise.*

### **Main Professional Responsibilities**

- To work with the Head of Art, Craft & Design, supporting and facilitating activities within the department;
- To provide support for the effective teaching of Art, Craft & Design and Digital Photography;
- To be responsible for general and technical administrative assistance to teaching staff so they can deliver the curriculum and raise the achievement of all students;
- To support teaching staff in their delivery of the curriculum to students within, and outside of, the classroom;
- To help create and maintain a purposeful, orderly and supportive environment for students' learning, ensuring that students are able to use equipment and materials provided.
- To establish productive working relationships with students, acting as a role model and setting high expectations;
- Assist staff and students with work, including photocopying, filing, arranging displays, photographing work and preparation of materials;
- Willingness to be able to support students during extra-curricular coursework classes;
- Demonstrate secure knowledge of materials used for Art, Craft & Design including 3D Design & Construction and clay – preparation, using a kiln, maintenance of kiln room and use of glazes;
- Maintain the high expectations and standards of the department;
- Be responsible for setting up and monitoring of cover work for absent teachers;
- To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them;
- To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher;
- To work alongside other adults, including teachers, trainee teachers, and other support staff;
- To work on differentiated activities with identified groups;
- Carry out routine clerical tasks e.g. distributing letters and taking the register;
- ICT knowledge for apple macs and an understanding of computer programmes such as Photoshop, InDesign and imovie would be desirable;
- Ability to meet deadlines and liaise with Head of Department on a daily basis;
- Order, monitor and prepare all teaching materials required. To unpack deliveries and maintain order in the store cupboards. To keep track of invoices through liaising with the school finance team;
- Be responsible for the organisation of the stock rooms;
- Reproduce and distribute departmental documents as directed by Head of Department
- Prepare resources and provide technical support for effective teaching of a diverse range of media including 3D Design & Construction, Textiles, Clay, Printmaking, Painting and Photography;
- Attend relevant CPD training to ensure knowledge of school programs and systems;
- Assist with departmental and whole-school displays in the Art, Craft & Design department, main foyer and other areas within the school as needed;
- Assist with the organisation and setting up of Art, Craft & Design and Photography exhibitions;
- Ability to work independently, problem solve and use own initiative to ensure tasks are completed;

- Assist in development of Art publications, magazine articles and promoting Art, Craft & Design and Photography across the school and beyond;
- Assist in maintaining a safe environment in the Art rooms and to liaise with the Head of Art and the School's maintenance team with regards to any concerns.

## **Requirements**

- Experience of working as an Art, Craft & Design technician;
- Good understanding of different art mediums;
- 5 GCSE's or equivalent including English and Mathematics;
- Effective written and verbal communication;
- Be willing to undergo training and refresh skills;
- Experience of working with children;
- Ability to relate well and empathise with children;
- Able to support and encourage students;
- Able to develop and manage systems and procedures;
- Good ICT and record keeping skills;
- Ability to work independently and use own initiative;
- Able to act calmly at times of stress or pressure;
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect;
- Takes responsibility and accountability;
- Demonstrates a "can do" attitude including suggesting solutions and achieving expectations;
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas and developing new skills.

## **Whole school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values, ethos and vision;
- Work with others to support students' development to secure outcomes.

## **Health, safety and discipline**

- Promote the safety and well-being of students;
- Maintain good order and discipline among students.

## **Professional development**

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of others;
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other staff.

## **Communication**

- Effectively communicate with students, parents and carers.

## **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- To be committed to and involved in activities integral to the Trust's policies and duties;
- To promote at all times a positive image of people with learning disabilities and complex needs;
- To endorse the ethos and values of Brampton Manor Trust as an employee.

## **General duties and responsibilities**

- Notwithstanding the detail in this job description, the post holder will undertake such work as may be determined by the Principal and/or Board of Directors from time to time, up to or at a level consistent with the main responsibilities of the job;
- To keep linked senior staff fully informed of all matters that they are involved in and initiatives they undertake;
- To participate and attend meetings and training as appropriate including INSET days;
- To take an active role in own professional development in line with performance management objectives;
- To ensure confidentiality is maintained at all times;
- To work in accordance with all Academy procedures and policies and to adhere to the professional code of conduct for staff and quality standards for all staff including smart dress code;
- To actively promote the achievement of a smoke free Academy;
- To actively support Academy initiatives.

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## **Person specification for working at Langdon Academy**

***Langdon Academy seeks to appoint staff who will have the following proven qualities, or the potential to develop them. At interview, candidates will have the opportunity to demonstrate or give an account of these attributes.***

- The energy, dynamism and stamina to contribute fully to the life of a busy aspirational inner city school;
- Capacity for industry and initiative in both independent work and as part of a team of colleagues;
- Profound and continuing interest in supporting the needs of all students;
- Empathy with students across the age and ability range;
- Awareness and understanding of matters relating to the personal, social, health and emotional development of students at Langdon Academy;
- General knowledge of child protection issues and good practice, particularly relating to professional obligations on safeguarding the welfare of each child and avoiding guarantees of confidentiality in any disclosure;
- Capacity to deal sensitively with problems raised by students, in line with Langdon's pastoral policies and sanctions system, working in partnership with Langdon's designated pastoral leaders and SLT;
- Ability to create an effective rapport and a sound relationship with students, earning their respect and trust, but maintaining proper professional boundaries;
- Willingness and ability to liaise effectively and professionally between students, staff and parents when required, making accurate records of these exchanges;
- Patience and thoughtfulness to see any issues that may arise with students, parents or colleagues from a variety of perspectives;
- The ability to de-escalate difficult situations using different strategies, in line with school policies;
- Retain a sense of perspective and, on occasion, the invaluable ability to laugh at oneself.