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| KCC NEW LOGO | **Kingsthorpe College**Visual Arts Technician  |  |

Job Description

**Line Manager: Director of Visual Arts**

**Grade:** Grade D (£15,238 - £15,823)

**Pro Rata**: 30 hrs per week, 39 weeks per year

**Hours of Work:** 8.30am to 3.15pm

**Equating to:** Actual salary: £11,359 to £11,795 per year

**Purpose of the job:**

To organise the provision of practical support for the relevant curriculum area for staff and pupils at all key stages in the school. To assist the Faculty Director in securing an environment in which pupils can safely pursue practical work.

**KEY RESPONSIBILITIES & TASKS:**

**Supporting Teaching & Learning**

* Prepare materials, equipment and teaching aids for classroom use, at the direction of the Faculty Director. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
* Support teachers and students during practical work, to include setting up demonstrations and providing advice to pupils in the development of their tasks, including the safe operation and demonstration of equipment.
* Assist with events, exhibitions, demonstrations and displays as requested.
* Contribute to the training and development of Trainee/Assistant Technicians working within the department.
* Monitor and achieve the efficient organisation of work and storage areas and ensure the cleanliness, safety and security of these areas at all times.
* Advise members of staff and pupils on particular hazards and requirements in the use of equipment/materials/experiments in line with Food Hygiene/COSHH/Safety/CLEAPPS guidance. Keep abreast of current safety guidelines and legislation.
* Issue and receive back materials and equipment. Check for missing and damaged equipment against inventories and inform the relevant teacher. Operate a system of stock control, ensuring sufficient replenishment of materials within the approved limits and recommending any additional equipment/material requirements to the head of department. Assist in ordering stock and checking deliveries of stock received.
* Check and test equipment routinely to ensure its in good, safe working order and undertake maintenance, repairs and servicing where needed and within the limits of the jobholder’s skills and training. Recommend any necessary repairs or arrange further maintenance for equipment on the approval of the head of department. Ensure all equipment is compliant with Electrical Safety Regulations.

**Additional Specialist Duties for Art and Design Technology Technical Support**

* Prepare equipment, materials and rooms for lessons in resistant materials, food design, ceramics, textiles, photography and art to include, but limited to, where required: preparing materials and ingredients cutting material to size, pugging of clay, loading unloading and setting the kiln. Issue and receive tools and materials and to supervise pupils’ safe and appropriate use of specialist equipment.
* Prepare glazes for pottery and chemical solutions for printmaking.
* Ensure the safe operation of the kiln, including undertaking all necessary risk assessments, arranging for regular services and ensuring the correct and safe operation of the kiln by students and staff.

**Supervision and Management**

* The job holder does not have regular supervisory responsibility for staff but is required to assist with work familiarisation for new recruits and trainees.

**Creativity and Innovation (i.e. problem solving)**

* The job holder resolves routine problems encountered, e.g. in delivering appropriate demonstrations, experiments, exhibitions, displays and activities to assist the teacher’s lesson and deliver the curriculum; identifying the best types of experiments in relation to the teacher’s lesson plans. The job holder may encounter unusual or unexpected results during the experiments or practical work which will require him/her to use his/her imitative to assist the pupil’s learning from the experiment/practical work during the lesson.

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| Key Contacts And Relationships   | Reason for Contact   |
| Director of faculty, Principle, Trainee Technicians, Teachers, Teaching Assistants, Pupils  Director of Faculty, Trainee Technicians, Teaching Staff, Pupils.    Trainee Technicians and New Technicians    Teaching staff and pupils    | Routine information relating to their working agenda e.g experiments, demonstrations and practical work plans.  Explanations relating to practical work, demonstrations, experiments, use of specialist equipment, health and safety precautions, any low stocks of materials etc.  Providing assistance and work familiarisation to new staff and trainee staff in technical procedures, use of specialist equipment.  Deliver practical demonstrations, experiments and impart specialist knowledge during the lesson to deliver the curriculum in accordance with the lesson plans.   |

**Decision Making**

* Examples of recommendations made by the jobholder include those relating to the purchase or acquisition of specialist equipment, stocks and supplies for practical work, e.g Food technology woodwork, art, pottery; those relating to display and exhibitions of work.

**Resources**

* The jobholder is required to use specialist equipment for practical work (i.e. woodwork, pottery, arts and crafts) with care, and contributes to ordering and maintaining the stocks and materials necessary for undertaking practical work such as wood work, art, pottery (e.g. food, wood, paints, chemicals etc.).

**Working Environment**

* The work entails some manual handling, crouching and stretching. The work is undertaken in the kitchen, workshops, art/pottery rooms etc.
* The job holder may use hazardous chemicals and /or equipment with some inherent risk e.g. in conducting demonstrations, practical woodwork, metal work, art/pottery work (e.g. kiln).
* The jobholder will encounter members of the public, visitors to the school, contract staff, students etc., during the course of their duties.

**Health & Safety**

* To assist with student first aid and welfare (if trained);
* To be responsible for the safe organisation, tidiness and storage of all Design and Technology equipment, tools and food fixture and fitting, preparation and storage areas. c) To advise D&T staff of the implications of the department’s and the school’s Health and Safety policies and procedures
* To comply with school’s and department’s health and safety policy at all times and to take responsibility for own and others Health and Safety; ensuring issues are raised or reported as required to senior management or Health and Safety representatives.
* Organise and record student information regarding allergies and dietary requirements

**Administration & Finance**

* To provide general clerical and administrative support to the D&T department e.g. photocopying, filing, faxing, arranging for the printing of materials, preparing written materials
* To be responsible for efficiently maintaining the department’s stock-book, ensuring that accurate records of equipment are recorded and updated regularly.
* To advise the LD and Senior Finance Officer on Purchasing implications as regards equipment and to ensure that any purchasing is compliant with the school’s financial delegation policy.
* To raise purchase orders as required and to advise LD on department’s financial position at regular intervals.

**General Responsibilities**

* To ensure that the Learning Director or SLT are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
* To be fully aware and understand the duties and responsibilities pertaining to the Children’s act 2004 in relation to child protection and safeguarding children and young people.
* To be aware of the principles of safeguarding as they apply to vulnerable adults.
* To be aware of and support difference and ensure equal opportunities for all.
* To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
* To engage actively with the performance review process and take responsibility for own development.
* To undertake any other administrative duties in the school if directed and to comply with any reasonable request from the Learning Director or SLT to undertake work of a similar level.
* Other duties in support of the College as decided by the Headteacher within the scope of this post.

**Professional Development and Conduct**

* Display appropriate conduct and behaviour towards students and other members of staff, including a commitment to equal opportunities.
* Undertake relevant training that will enhance your role within the College.
* Work towards ensuring adequate cover for absent colleagues.

It is the practice of this College to examine Job Descriptions and to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed.  It is the College’s aim to reach agreement on any alterations.  If this is not possible the Headteacher reserves the right to direct change to your Job Description after consultation with you.

**Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment**