



JOB DESCRIPTION

EDUCATION TO UNDERSTAND THE WORLD AND CHANGE IT FOR THE BETTER

Post	Visual Arts Technician
Responsible to	Curriculum Leaders for Art and the Director of Arts & Creativity
Grade	Scale 6
Responsible for	As explained on job description
Working hours	8 am – 4 pm Monday - Friday, 42 weeks per annum

Everyone at Thomas Tallis works to fulfil our **School Plan**.

Job Description

Visual Arts Technician

Purpose

To be responsible to the Head of the Visual and Media Arts faculty for the maintenance of equipment, the provision of materials and provision of in class support for demonstrations and use of materials/techniques in order to enable effective teaching and learning. To lead the provision of technical support across the Visual and Media Arts and support the work and development of colleagues. To help coordinate specific arts projects and liaise with outside agencies and visiting practitioners.

The person concerned needs to have excellent organisation and communication skills and be able to work under their own initiative. They will be supported and advised by the Director of Arts & Creativity and by the Curriculum Leaders for Art, who will be responsible for development and appraisal of the post holder, and the Head of Photography.

Ethos

1. To create a positive working relationship with staff and students
2. To develop a sense of community which reflects the school's values
3. To work professionally within the performing arts faculty
4. To maintain a safe working environment within the faculty and in other areas of the school as required for duties of the job.

Key duties

5. To prepare teaching resources and materials for the Visual and Media Arts faculty
6. To collaborate with the Media Technician and Art Technician and help to coordinate technical support for colleagues and students within and beyond the Visual and Media Arts
7. Manage the ordering and distribution of materials across the visual arts departments
8. Help to coordinate a range of arts projects with external agencies, institutions and practitioners
9. Collaborate with the technician in Design Technology where relevant
10. Model practice as an artist/maker/designer alongside colleagues and students

11. To be responsible for ensuring that adequate safety precautions relating to materials and equipment maintenance are taken at all times as required under Health and Safety legislation.
12. To keep an up to date asset register for Visual and Media Arts and review on an annual basis in liaison with curriculum leaders.
13. To accompany students on trips/journeys as required.

Specific Responsibilities

14. Act as a source of support and guidance to technician colleagues in other schools as requested, as part of the school's wider borough support.
15. Organise and store equipment and consumable materials, maintaining stock levels and notifying the relevant teaching staff of any shortages.
16. Exhibit student work including end of year shows and the regular display of work around school. Take oversight of the quality of displays across the building.
17. Document student work for assessment purposes and updating the visual art departments' online presence.
18. Prepare media for use in practical lessons including painting, printing, photography and sculpture.
19. Set up equipment for use in practical lessons, including dark room organisation and maintenance.
20. Occasionally assist or support in practical lessons, including the demonstration of particular processes and techniques, as requested by the Head of Faculty.
21. Work alongside the Media and Performing Arts Technicians to support the events, showcases and performances within the school's calendar.
22. Work as a team member in meeting the requirements of the visual arts curriculum.
23. Oversee maintenance, including cleaning of tools and equipment, reporting any damaged or missing items to the teaching staff.
24. Have regard for the general welfare of students with whom you come into contact, reporting problems to the teaching staff.

Other Key Duties:

1. To attend and participate in faculty and staff meetings as required.
2. To undertake professional development of your skills, undergoing appropriate training, for which the school's management will provide opportunity within the total of your weekly working hours.
3. Pioneer new techniques, processes and strategies in the visual arts, training staff and students where appropriate.
4. To be a trained first aider.

Additional Duties:

5. To carry out additional duties, as the Curriculum Leaders and Director of Arts & Creativity may reasonably request from time to time.
6. To be responsible for promoting and safeguarding the welfare of students you have responsibility for and for those whom you come into contact with.
7. To comply with the school's Health & safety Policy and to undertake risk assessments as appropriate.
8. To work within the school's Equality and Diversity Policy.
9. To ensure that the spirit of the school equal opportunities policy is implemented.

Person Specification:**Visual Arts Technician**

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	Essential	Desirable
Personal		
1	A good standard of education	Foundation/Diploma/Degree or equivalent level in a visual arts subject
2	A commitment to your own continued professional development and learning	An ongoing visual arts practice
3	A commitment to participation	A good working knowledge of creative arts relevant ICT software and hardware
4	Good oral and written communication skills	
Previous experience		
5	Of working in a school or similar environment	Experience of working on projects with arts organisations
6	Experience and understanding of a range of visual arts techniques, processes, tools and equipment	
Knowledge, skills and attributes		
7	Ability to work under pressure and deal with conflicting demands	Project management skills
8	Ability to relate well to students, parents, teachers and other professionals	
9	Awareness of health & safety regulations in relation to media technology	
10	Effective behaviour management skills	
11	A commitment to safeguarding for all young people.	
Specific to this post		
12		Experience of working as a Visual Arts Technician
13		A first aid qualification

We do not expect applicants to have experience of all of the above. Knowledge of and enthusiasm for what we seek, however, is essential.