



Hodge Hill College

Dream • Believe • Achieve

Hodge Hill College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be requested to apply for Enhanced Disclosure from the Disclosure and Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.

Post Title: Senior Technician (Art, Design and Technology)

Salary Range: GR3 £16,986 - £21,588

Hours: 36.5 hours per week (Term Time Only)

Responsible to: Director of Creative Design

Responsible for: Creative Design

Job Description

1.0 JOB PURPOSE:

- 1.1** This level is applicable for technicians working at a senior level with children within either
 - a) an Advanced Practitioner role or and
 - b) a management role
- 1.2** Key interfaces: Art, Photography, Textiles, 3D Design, Caretakers, general maintenance
- 1.3** To support teaching staff in the development and education of children including the provision of specialist technical skills and knowledge at an advanced level across a range of disciplines.
- 1.4** To support teaching staff in the development and education of children including taking management responsibilities for other technicians.

2.0 DUTIES AND RESPONSIBILITIES:

Advanced Practitioner:

- 2.1** To undertake the duties of a technician level 3 and in addition undertake all or most of the following as agreed with teaching staff and with minimum supervision.
- 2.2** Use specialist technical skills to meet the educational needs of learners. Mainly associated with Art, Photography, Printmaking, Ceramics, Engineering and support in 3D design
- 2.3** Contribute to the assessment of the needs of learners' practical needs within the specialist area.
- 2.4** Lead for whole school in a designated technical area and share expertise and skills with others.
- 2.5** To take part in the School's Performance Management process and access CPD.

Management Role:

- 2.6** In addition to the duties normally expected of a level 3 technician, this role will encompass the day to day management of technicians within the school/dept.
- 2.7** Contribute to the development and implementation of policies relating to a Technician.
- 2.8** Line-manage a member of the Creative Design Team including responsibility for staff development.
- 2.9** Be involved in the process for the recruitment of Technicians

- 2.10** In consultation with appropriate Heads of Department, assist in the development and monitoring of relevant plans and procedures to support the implementation of the curriculum and school targets.
- 2.13** Manage the use of resources to meet the needs of the school.
- 2.13.1** Develop and monitor the relevant budget and liaise with the responsible officer as appropriate. Liaise with Faculty Heads for purchasing stock
- 2.13.2** Undertake the deployment of technical staff in line with the school policy.
- 2.13.3** Ensure physical resources are managed to best value and liaise with relevant personnel.
- 2.13.4** Ensure working areas and equipment stores are tidy; tools and equipment are in working order
- The following are examples of materials and equipment used within the Creative Design Faculty which are to be kept in good working order by the technicians:
- **Photographic materials include:** Chemicals for developing paper and film; photo papers; film; enlargers; dark room equipment, cameras lighting
 - **Computers:** PCs, Mac Books, scanners , digital cameras including large format printer
 - **Large equipment:** Kilns, slab roller, wheel; silkscreen exposure unit, large and small etching presses, sewing machines, heat press, batik equipment
 - **2D Art materials include:** printing materials (oils, acrylic and water based inks, rollers squeegees, silk screens , lino/acrylic sheet); paint
 - **3D Art materials include:** clay, glazes, oxides, plaster, wire ,wood, and wood cutting equipment, plastics, clay, latex wax, card paper, associated glues and fixing materials, kilns, ceramic tools, various paints
 - **Engineering equipment-** laser cutter, 3d printer, metal lathe, milling machine, circular saw, wood work lathe, bansaw materials, belt sander etc.
- 2.14** Where appropriate determine, implement and monitor health and safety risk control measures with statutory guidelines.
- 2.15** Research and assist with the implementation of new technical processes as required for a changing curriculum in conjunction with the relevant head of department/faculty.
- 2.16** Ensure that the training & development needs of staff are assessed and met in conjunction with school policy.
- 2.17** Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.18** To ensure all tasks are carried out with due regard to Health and Safety
- 2.19** To undertake appropriate professional development including adhering to the principle of performance management.
- 2.20** To ensure equipment in the Creative Design department is certified
- 2.21** Appropriate Health and Safety training current or a willingness to attend the training
- 2.22** To adhere to school policies and procedures as set out in the staff handbook and other documentation available
- 2.23** To adhere to the ethos of the school
- 2.24** First Aid and Critical Incidents
- act as additional First Aider for the school
 - assist in the swift and orderly evacuation of the school
 - carry registers / emergency equipment (as per the Critical Incident Policy) to the muster point
- 2.20.1** To promote the agreed vision and aims of the school
- 2.20.2** To set an example of personal integrity and professionalism
- 2.20.3** Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Signed: (Line Manager)

Date:

Signed: (Job Holder)

Date:

PERSON SPECIFICATION Role: Senior Technician (Design and Technology)

Characteristic:	Essential:	Desirable	Assessed by:
Qualifications	<ul style="list-style-type: none"> GCSE's (or equivalent) at grade C or above in at least 3 subjects Aptitude and experience are welcome 	<ul style="list-style-type: none"> Relevant art/design/craft qualification A Level (or equivalent) Degree (or equivalent) 	Application form
ICT skills	<ul style="list-style-type: none"> Word processing/typing Desktop publishing including 'Corel Draw' Use of email Recent use of Microsoft Office (Word & Excel inc. mail merge) 	<ul style="list-style-type: none"> Knowledge and use of computerised information management systems Use of Internet for research Knowledge and use of CMIS software Use of commercial publishing software including Photoshop/Illustrator 	Application form & practical task
Communication skills	<ul style="list-style-type: none"> Excellent written & oral communication skills Demonstrable experience of dealing with customers/members of the public. Ability to keep confidences 	<ul style="list-style-type: none"> Experience of preparing presentation materials for others 	Application form, interview & practical task
Supervisory Experience	<ul style="list-style-type: none"> At least 6 months' supervisory experience (can have been in a voluntary capacity) 	<ul style="list-style-type: none"> Conducting formal appraisals Track record of leading & managing in a deadline driven environment 	Application form, interview & references
Relevant Experience	<ul style="list-style-type: none"> Art and Design background is helpful but a proactive, practical and creative mind is essential to the role. Experience of filing & record keeping Ability to prioritise conflicting demands Ability to meet deadlines Flexible attitude towards last minute changes in plans/requests Stock control 	<ul style="list-style-type: none"> Budget management Design & implementation of new systems/procedures Knowledge of current copyright legislation Understanding of 'best value' principles Data input experience 	Application form & interview

Working environment	<ul style="list-style-type: none"> ▪ Positive, busy and lively environment requiring a proactive and energetic manner ▪ Ability to use your own initiative ▪ Excellent timekeeping ▪ Aptitude for practical problem solving and facility with craft skills ▪ Working part of a team ▪ Roles requires flexibility and adherence to deadlines 		
Other	<ul style="list-style-type: none"> ▪ An awareness of, and commitment to, equal opportunities. ▪ In possession of the energy, drive and enthusiasm needed to 'get the job done' ▪ Ability to work steadily through 'mundane' tasks as well as more complicated ones ▪ Ability to work flexibly/attend evening meetings/functions ▪ You must be able demonstrate your suitability to work with children and that this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline (as part of the safeguarding process) 	<ul style="list-style-type: none"> ▪ Experience of working in the Education Sector ▪ Ability to use the internet to find materials and resources to support lessons 	Application form, interview & practical task

We regret that the school is unable to meet any claims for travel expenses to interview

All offers of appointment are subject to:

- Satisfactory medical clearance. All successful candidates complete a medical questionnaire and maybe required to pass a medical examination.
- Satisfactory references. One of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your Headteacher or Tutor.
- Criminal records clearance at the enhanced level
- Eligibility to work in the UK by providing a relevant document as specified by the Asylum and Immigration Act 1996
- Evidence of qualifications outlined on your application form