

Our Lady's Catholic College**Art & Ceramics Technician**

Main Duties : To provide support to teaching staff and classes in the Art & Design Department, mainly in Ceramics. To adopt a flexible style in order to tackle a range of routine duties in the Art Department.

Ceramic Specific Duties :

1. To check and prepare materials, resources and equipment for daily use, and prepare the clay for slab and coil work using the equipment for long term projects.
2. To reclaim clay.
3. Ensure all tools, equipment and surfaces are kept clean and free from ceramic dust.
4. Set up as necessary equipment required by teachers for class demonstration or pupil use.
5. Assist in loading and firing the kiln.
6. Mix glazes and keep glazes in a useable state.
7. Make plaster moulds for use by ceramic students.
8. Varnishing clay work.
9. Photographing students clay work for record keeping.

General Art Duties

1. To maintain continuous oversight of working practices within Department to ensure all safety procedures are being adhered to. To ensure that practical areas, tools, equipment, computer software and materials are kept in an operable and safe manner and ready for use by staff and pupils.
2. Advise staff on the state of materials and other stocks and undertake inventory checks.
3. Prepare materials and/or resource packs for pupil's design based projects. Duplicate worksheets as required. Making canvases for KS4 & 5. Assisting KS4 pupils in mounting work for portfolios.
4. Keep all Art equipment organised, maintain stock levels, cut paper to size.
5. Putting up, maintaining and rotating displays within the department and around school.
6. Assist with set production, Days with a Difference and whole school well being activities.
7. To undertake other duties of a similar level and responsibility as may be required from time to time.

Responsible to The Subject Leader of Art