

## Post Description - Art and DT Technician

<b>Post Title:</b>	Art and DT Technician	<b>Post Holder</b>	
<b>Learning Community:</b>	Art and DT	<b>Reporting to:</b>	Head of Technology
<b>Liaising with:</b>	Head of Technology	<b>Line Managing:</b>	Not Applicable
<b>Post Type:</b>	Permanent TBC /week 38 weeks -20 hours a week	<b>Salary/Grade:</b>	<b>Band 2</b>
<b>Safer Recruitment Statement</b>			
We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).			
<b>Every member of staff is required to:</b>			
<ul style="list-style-type: none"> <li>• Actively work towards and promote the vision of the school</li> <li>• Support and contribute to the achievement of the School Development Plan</li> <li>• Support and contribute to the school's responsibility for safeguarding students</li> <li>• Undertake appropriate training to enhance personal development and performance</li> <li>• To maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff</li> </ul>			
<b>Role and Responsibilities</b>			
<p><b>In contributing to the whole school:</b></p> <p><b>Professional Behaviours</b>            Demonstrate professional behaviours appropriate to the role. This includes sustained support for and promotion of the school's philosophy, culture, ethos and climate for learning, demonstrating both integrity and corporate responsibility within and beyond the learning organisation in relation to policies and decisions.</p> <p><b>Professional Standards</b></p> <ul style="list-style-type: none"> <li>• To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels</li> <li>• To be professional, friendly, fair and caring with students, demonstrating standards of politeness and respectfulness that we wish them to emulate</li> <li>• To be friendly, helpful and welcoming to parents and members of the wider community visiting or making contact with school</li> <li>• To provide a good role model for all</li> <li>• Using the Behaviour for Learning Policy, to deal with student behaviour in a manner which is appropriate and always conveys mutual respect</li> </ul> <p><b>Accountability</b>            In the first instance the post holder is accountable to the Head of Technology for the above role and for any additional specified responsibilities.</p>			
<b>Specific Responsibilities:</b>			
<p><b>Key responsibilities</b>            Duties that may be carried out in this role include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Preparing, setting up and checking equipment/ supporting finishes</li> </ul>			

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- Art - materials prep - cutting materials, photocopying resources, preparing resources, preparing equipment,
- Timber - wood prep
- Textiles - sewing machine prep/ needles/ threads/ fabric management/ screen printing equipment/ vinyl cutting
- Graphics - screen printing/ saving resources/ printing portfolios
- CAD - 3D printing files
- Putting equipment away and storing equipment in an organised manner
- Support following lessons in regards to organising drives/photographs/ recording practical for students
- Checking stock/ ordering -liaise with external providers where necessary
- Maintaining equipment - undertaking training as necessary
- To update the Head of Departments Risk Assessments as directed
- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work;
- Maintenance of the class rooms and preparation rooms to ensure a clean, safe and orderly environment;
- To contribute to safe working practice in preparation/storage/teaching areas;
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary;
- Assist the classroom teacher in the logging in and out of certain items of equipment as required;
- Support with Photography as required
- Exams/ NEA support
  - Art - preparing resources, preparing equipment
  - Design Technology - photography/ equipment/ materials
  - Creative iMedia - organisation of files/ photography

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the school.

### **General points:**

- The school will endeavour to make any necessary reasonable adjustments to the post and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.
- This post description is current at the date shown below, but following consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and post title.
- This post description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it shall be construed.
- The conditions of appointment are in accordance with the National Joint Council's Conditions for Administrative, Professional, Clerical and Technical Staffs, as amended by the Supplemental Conditions of the Borough of Trafford for salaried staff.

<b>Postholder:</b>		<b>Date:</b>	
<b>Headteacher:</b>		<b>Date:</b>	
<b>Last updated:</b>	<b>Feb 2025</b>		