## 

## REPORTS TO: Curriculum Team Leader

PAY SCALE : Scale 4

**JOB DESCRIPTION**

To contribute to the development and maintenance of a purposeful, nurturing and safe learning environment.

### RESPONSIBILITIES

* Organise and tidy working areas: e.g. classroom and stockroom to keep them safe, and to ensure they comply with Health and Safety regulations including Environmental Health regulations and Council policy.
* To check the conditions of equipment and to report any deficiencies or damage.
* To keep display notice boards in a good condition.
* To facilitate on and off site exhibitions / displays.
* To photograph, edit and upload artwork onto the online gallery.
* To monitor electrical equipment in use in the Art department.
* To ensure all items are marked and locked away outside school hours.
* To cut and prepare and allocate materials for pupils and teaching staff.
* To check stock levels and take action to price and advise the Art CTL accordingly.
* To assist in facilitating the smooth running of examinations.
* To support targeted students in lessons under the direction of the Art CTL.
* To place orders under the direction of the Art CTL and to ensure that orders are passed onto the Finance Department for processing.
* To prioritise tasks in liaison with the Art CTL.
* To have a positive attitude towards the work with the department, and to assist members of the teaching staff and other technicians wherever and whenever it may be required to do so.

**Additional duties**

* To play a full part in the life of the school community, to support the aims and ethos of the school, and to encourage and ensure staff and student follow this example

**Safeguarding**

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
* Promote the safeguarding of all pupils in the school

**Other specific duties**

* To continue professional development
* To undertake Annual Performance Development review
* To undertake any other duties which lie within the postholder’s competence and contribute to the learning environment within the school

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to present themselves and to act in a professional manner at all times.

**PERSON SPECIFICATION**:

**ESSENTIAL (E)**

**DESIRABLE (D)**

**EDUCATION & TRAINING:**

Art qualification equivalent to A Level or above ( E )

Willingness to develop own expertise ( E )

Willingness to work flexibility to meet service requirements ( E )

**EXPERIENCE:**

Extensive knowledge of art equipment’s tools and materials ( E )

and their safe use, storage and maintenance.

Experience of working as a technician in a school ( E )

or educational establishment, undertaking a range of practical tasks.

Ability to form and maintain appropriate relations and ( E )

personal boundaries with children and young people,

including those with challenging behaviour.

Awareness of Health and Safety regulations ( E )

**ABILITIES & APTITUDES:**

Clear verbal communication ( E )

Able to communicate clearly in writing ( E )

Able to work well as part of a team ( E )

Commitment to promote student achievement ( E )

Commitment to developing the ethos of the school ( E )

I.T. Skills ( E )

Ability to manage and adapt to change ( E )

Ability to maintain stock records ( E )

Ability to prioritise/delegate task and work without supervision ( E )

**OTHER REQUIREMENTS**:

Commitment to school and LA Equal Opportunities Policy & Practice ( E )

Excellent attendance and punctuality ( E )