

Job Description

Job title	Art and Design Technician	Contract	Permanent
Department	Art	Reports to	Head of Department

Our mission

We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

Your role

The role of the technician is to support safe and secure learning and teaching using technical skills, knowledge and expertise and specific health and safety know-how.

The technician will work in the Art department, supporting those Heads of Department, staff and students. They are responsible for providing active support to the delivery of the Art and Design curriculum. They will maintain a safe and clean working environment in Art, including organising the maintenance and repair of equipment and preparing resources. They will be responsible for the ordering and maintaining of stock and equipment to meet the needs of the department.

The technician is responsible for the creation and upkeep of school-wide displays, working closely with heads of department and the Senior Leadership Team to meet the needs of the Academy.

Person specification

Ability to organise workload, prioritise tasks and meet deadlines	Essential
Ability to work independently and support the work of the teams	Essential
Ability to be flexible and respond effectively to the "unexpected"	Essential
Effective communication/interaction with adults and young people	Essential
Awareness of sensitive information and the need for confidentiality	Essential
An understanding of specific technical health, safety and security issues in schools	Essential
Ability to support Art teachers in the setting up and clearing up of Art rooms	Essential
Ability to implement the practical tasks associated with preparing and disposing of chemicals and other materials	Essential
GCSE (grade 4 or above) in English and Mathematics	Essential

An awareness of health and safety issues relating to Art and Design and ability to carry out basic health and safety checks, tests and maintenance, including those of tools, art/craft and design equipment	Essential
Ability to help with supervision of students.	Essential
Willingness to undertake training to enable to upkeep and maintenance and safe running of the art department	Essential
Knowledge of artistic tools and mediums and confidence working with and preparing different materials.	Essential
Ordering and maintenance of department stock levels to support in the delivery of an engaging curriculum	Essential
Ability to create aesthetically pleasing displays around the school site and prepare GCSE art work for exhibition	Essential
Competent in use of Microsoft office software.	Desirable
Specific knowledge relevant to the Art curriculum.	Desirable
An awareness of CLEAPSS and/or COSHH regulation(s).	Desirable
An understanding of specific technical health, safety and security issues in schools.	Desirable
An Art, Craft and Design background with knowledge of working with resistant materials, including textiles, or an Art and Design background with an understanding of fine art, sculpture, photography, graphic communication	Desirable

Accountabilities

Strategy	<ul style="list-style-type: none"> • Support the ELAT vision, mission and values. • Contribute to the Trust's mission of continuous improvement.
Planning	<ul style="list-style-type: none"> • Contribute to risk assessments • Prepare, test, trial organise and deploy materials, resources, tools and equipment. • Carry out demonstrations to support teaching and learning.
Delivery	<ul style="list-style-type: none"> • Prepare resources needed in Art for the delivery of the curriculum • Work with pupils individually or in small groups to support, help and supervise their work. To respond to queries and supply information and advice (These responsibilities to be carried out under the supervision of the teacher). • Assist teachers, other technicians or other school staff with technical aspects which support learning and teaching

	<ul style="list-style-type: none"> • Prepare relevant teaching and learning facilities and to ensure that such facilities are safe and secure for use by students and teachers. • Carry out an agreed programme of scheduled routine maintenance to tools, equipment, systems and procedures and carry out any minor repairs. • Carry out an agreed scheduled and recorded programme of safety checks on resources, equipment and materials – reporting issues to the line manager where relevant. • Administer first aid in the relevant department/faculty (after relevant training) and to administer a range of emergency procedures in the event of emergency, accident or other unforeseen circumstances • Clean up specialist tools, equipment, materials and resources and to make sure that teaching and learning facilities are clean and safe for use. To dispose of waste safely. <p><u>Note:</u> Whilst technicians do not substitute for school cleaners, non-specialist cleaners cannot be expected to safely clean up (potentially) dangerous materials and equipment.</p> <ul style="list-style-type: none"> • Be responsible for the storage and security of resources, tools, materials, work and consumables. • Help with ordering and purchase in accordance with the financial procedures of the school to ensure that adequate supplies are maintained • Be responsible for receipt and delivery of resources, tools materials, equipment and consumables and for their safe movement around the facilities of the school • Use and develop ICT skills to support the administrative requirements of the post. • Complete school-based induction and any subsequent training required to improve performance.
People Management / Organisational Development	<ul style="list-style-type: none"> • Fully take part in the Trust's performance management system. • Maintain the required level of competence required through CPD and statutory updates. • Work in accordance with the values, culture, ethos, equalities and inclusion policies of the Trust
Information Management and Reporting	<ul style="list-style-type: none"> • Carry out the regular audit and maintain an up-to-date inventory using the agreed recording procedures of the school.
Data Protection	<ul style="list-style-type: none"> • All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.
Health and Safety	<ul style="list-style-type: none"> • Avoid actions that could threaten the health or safety of themselves, other employees, pupils, customers or members of the public.

	<ul style="list-style-type: none"> • keep up-to-date with current procedures and practices through continuing professional development. • Safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards. • Healthy and safe storage and accessibility of equipment and materials. • Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment • Implement and develop common awareness of best practice health and safety procedures amongst pupils and staff in the facilities used for learning and teaching • To implement agreed safety and security procedures covering: <ul style="list-style-type: none"> • Materials and resources • Tools and equipment • Access to facilities
Good Citizenship	<ul style="list-style-type: none"> • Hold personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such.

Key Stakeholders	Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents, guardians and members of the interested public, relevant authority bodies.
Trust Values	Passion, Respect, Inclusion, Challenge, Openness