POST TITLE: Art Technician

Scale 3, Permanent, term time, 37 hours per week

POST REPORTS TO: Director of Teaching and Learning Creative Arts

School Business Manager

POST RESPONSIBLE FOR: The post has no responsibility for staff

MAIN PURPOSE OF THE JOB

To provide an efficient and effective support service to the school Art department with additional support to the Creative Arts faculty including the Drama and Music departments.

Responsibilities

To assist and support teaching staff through the preparation of materials, general organisation and maintaining the care of resources. To assist in the running of exhibitions, clubs, use of kiln, overview of specialist equipment, posters and image sourcing.

Main Responsibilities:

- Be responsible for the daily upkeep of equipment.
- Be responsible for the daily monitoring of equipment and report any faults.
- To liaise regularly with curriculum staff to ensure that there is appropriate resourcing for activities for students. Teachers will identify topics and groups to ensure students get the most benefit.
- To assist teaching staff with the preparation of teaching materials and resources.
- To prepare spaces and equipment for lessons and ensure studios/classrooms/corridor areas are maintained appropriately for teaching and learning to take place.
- To assist with the organisation and putting up of the annual Art exhibitions for KS3 and KS4.
- Assistance in other subject areas for whole school display across the year.
- A willingness to learn any relevant skills not currently known.
- To be responsible and take ownership for your continuous professional development, undertaking relevant training where appropriate.
- To undertake such other duties as may be required in consultation with the line managers.

Additional Duties:

- To support the effective safeguarding of all young people throughout the school.
- To adhere to school policies and procedures e.g. Health & Safety, Equality & Diversity etc…
- To attend meetings for all school staff, as necessary.
- To undertake any other duties appropriate to the level of post as required by the head teacher and designated line manager.

In addition, the post holder will be expected to provide weekly support as required and direct by Line Manger to the drama and music departments. Training and assistance will be provided for this.

Whole School

- To ensure displays in the communal areas of school are maintained to a high standard.
- To order required materials for display areas.
- To liaise with staff to ensure current and appropriate items are displayed.
- To undertake any other duties that may be required.

General

- To have responsibility for promoting and safeguarding the welfare of all students
- To have due regard for the School's Health and Safety policies
- To take part in the annual professional development review for support staff being aware that job descriptions are subject to regular review
- To undertake training as and when appropriate
- To undertake any other duties which may be assigned to the post from time to time as directed by the Head.

This job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the school, as well as the personal development needs of the post holder.

Contacts

Regular: Students, teachers, other technicians, support staff.

Supervision

The postholder should be capable of planning and prioritising their own workload, referring queries as necessary to the Head of Science.

Health and Safety

The person appointed must at all times work within the requirements of the Health and Safety at Work Act 1974, current Health and Safety legislation and the school's and the LEA's policies and procedures

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.