**ART AND DESIGN TECHNICIAN**

**JOB DESCRIPTION**

**Hours of work:** 24 hours per week term time only

**Salary:** Scale H2

**Reports to:** Head of Art and Design for day to day work and the Headteacher for whole school matters

**Job purpose:**

The Art & Design Technician will be under the direct supervision of the Head of Art and will work directly with the department and other members of the school community to enhance Art and Design development across the subject and wider curriculum.

**Main duties and responsibilities:**

1. Assist the Head of Art with the control, ordering and monitoring of all art department stock; maintaining the inventory of equipment and other supplies according to established departmental procedures.
2. Assist with arranging and scheduling the use of digital cameras for the Art Department and art students; maintain a schedule including type of equipment, time needed and time scheduled to return.
3. Work in lessons to assist staff and students in the use of equipment, giving practical help and support.
4. Be responsible for the preparation of Art materials and equipment prior to lessons and exams.
5. Provide technical advice to staff and students on specialised art techniques.
6. Provide technical support to the Art department and other colleagues within the school, in liaison with the Head of Art.
7. Provide advice on new materials, techniques and equipment as required by the Head of Art.
8. Catalogue artworks and photographs as requested.
9. Liaise with and support the Head of Arts Faculty in relation to a rolling programme of art displays in school and assist with display work in the school in general, if required.
10. Support colleagues with displays in the foyer area of the Gristwood Centre.
11. Support colleagues with the upkeep and renewal of display boards and posters across the school.
12. Oversee and train the Art Prefects and student helpers in school and at events as requested.

**Other Duties**

* Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and driving the minibus (subject to licence requirements).
* If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents’ Evenings to support in translating for parents, for which time off in lieu will be given.
* To invigilate examinations as required, for which time off in lieu will be given if the work falls outside of normal working hours.
* On a rota basis and with plenty of notice, to provide administrative support on the exam results days in August, for about 4 hours each day, for which time off in lieu on an INSET day will be given.
* Undertake any professional duties that may be reasonably assigned by the Arts Senior Leadership Team Link and/or Headteacher

**ART TECHNICIAN**

**PERSON SPECIFICATION**

**Essential:**

* The ability to maintain behavioural standards enforced by the Faculty
* The ability to effectively communicate with people, and liaise between them and Head of Department and Head of Faculty
* Good organisational skills
* The ability to work hard
* Good attendance and punctuality
* The ability to work independently and co-operatively
* The ability to take responsibility
* Wholehearted support for the implementation of the Borough and school guidelines on the equal opportunities and Health and Safety
* Commitment to the enthusiasm for the working with students in a co-educational, multicultural comprehensive school
* The ability to work in a fast-moving environment of constantly changing priorities
* The ability and willingness to assist with GCSE and A-Level Fine Art, Graphic Communication and Photography lessons