

## **Job Description**

### **Art and Design & Technology Technician**

**Reports to:** Head of Art / DT Departments

**Hours:** 35 hours per week, term-time only, Monday to Friday 8:30-16:30 (with 1-hour lunch break unpaid)

**Salary scale:** Salary Scale: Grade R3 scale point 13 – 21, FTE: £26,311.00 - £29,004.00  
Actual: £21,904.25 - £24,146.21 (depending on experience)

#### **Job Purpose**

- To undertake duties in support of the work of the teaching staff in the Art and Design & Technology Departments.
- Be responsible for the preparation and maintenance of resources under the guidance and supervision of teaching and senior staff whilst ensuring that all Health and Safety regulations are adhered to.
- Support and supervise pupils throughout the school day.

#### **Key Accountabilities**

- Support the Teachers in the Art and Design & Technology Departments.
- Support for Pupils
- Assessment, Monitoring and Evaluation
- Administration and Management of Resources
- Design, prepare and maintain equipment/resources as required by staff/curriculum/lesson plans.
- Maintain equipment and services in good order.
- Other

#### **Main Duties and Activities**

##### **1. Support the Teachers in the Art and Dt Department**

- Assist the teacher in the preparation of differentiated lessons and gain familiarity with the work to be covered, design appropriate teaching aides, prepare materials and the classroom to ensure an effective learning environment.
- Create learning materials as agreed with the teacher to ensure maximum access to the lesson material for pupils.

- Provide group and/or individual activities, planned by the teacher, working alongside the teacher according to the published timetable and for specific programmes to support the achievement of learning objectives.
- Reinforce and support all aspects of behavioral, social, and emotional learning.
- Participate in regular feedback between pupil and teacher.
- Attend and contribute to staff meetings, open evenings and/or consultation evenings as required by the school.

## **2. Support and Management of Pupils**

- Support all pupils in their planned work, both in small group situations and individually, clarifying and explaining instructions as required to enable them to complete the work to their full ability.
- Work with pupils and assist with their specific areas of learning difficulty in order to encourage independence, maintain personal confidence and enable full potential to be reached ultimately with the minimum of supervision.
- Support and assist pupils advising them on strategies to deal with problems they encounter, seek appropriate professional help when necessary, referring to appropriate teaching staff for advice.
- Build positive relationships with pupils and students.

## **3. Assessment, Monitoring and Evaluation**

- Assist the teacher in keeping a record of events and progress, bringing issues of concern to the class teacher to ensure full pupil data is available to inform assessment and future planning.
- Assist in keeping records of pupil progress and report achievement in line with school policy.

## **4. Administration and Management of Resources**

- Provide basic administrative duties such as photocopying, filing, arranging, management of resources, routine marking, display work, record keeping and collation of basic data.
- Assist in the managing of classroom organization within the framework of the teaching and learning policy with the aim of leading the pupils on a path towards independence and individual responsibility.
- Ensure that displays of pupil's work are of a high standard and refreshed each half term and changed each term.

## **5. Preparation of Art/ Design & Technology Materials and Equipment**

- Carry out risk assessments for technical activities.
- Dispose of waste materials.
- Check individual components in and out for class use.
- Arrange for apparatus, including worksheets, books and audio-visual aids, to be available in rooms for lessons.
- Prepare apparatus and equipment for practical lessons as requested by teaching staff.

- Liaise with staff over use of equipment and stock.
- Advise staff of any problems, including safety aspects.
- Assist with collection and cataloguing of sundry worksheets, books, audio-visual aids and materials.
- Return apparatus and equipment to storage as soon as practicable.
- Repair damages or arrange for this to be done.
- Construct apparatus and equipment.
- Purchase of sundries from local supermarkets.

#### **6. Routine maintenance of workspaces, equipment, and services**

- Maintain clean and tidy workspaces in conjunction with the teacher in charge of the room.
- Clean workstations and equipment.
- Store materials tidily.
- Keep equipment clean.
- Clean goggles.
- Clean workspaces, cupboards and other items.
- Carry out safety checks and count in/ out equipment.

#### **7. Maintain the stocks of materials and equipment, for example:**

- Take stock of materials, consumables, stationery, books and breakable items.
- Advise Teacher/Head of Department on stock replacement needs.
- Order the above.
- Check deliveries.

#### **8. Other**

- Undertake break-time duties and responsibilities.
- Keep records and carry out procedures to satisfy school policies.
- Eat with and supervise pupils in the Dining Room.
- Take responsibility for own training and development, attending training courses as appropriate.
- Undertake any other activities reasonably expected of a teaching assistant/technician in a special school.

Safeguarding

## Person Specification

<b>Criteria</b>		
<p><b>Key</b> - Essential = E; Desirable = D; Assessed by Interview = I; Assessed by Application Form = A; Assessed by Certificates = C; Assessed by References = R</p>		
<b>Qualifications and Training</b>		
<ul style="list-style-type: none"> <li>GCSE or equivalent in Maths, English, Art and Design &amp; Technology</li> </ul>	E	A
<ul style="list-style-type: none"> <li>A Level or equivalent in an Art/ Design &amp; Technology subject degree</li> </ul>	D	A
<ul style="list-style-type: none"> <li>NVQ</li> </ul>	D	A
<ul style="list-style-type: none"> <li>Other relevant training, eg: First Aid, Child Protection, Behaviour Management, Working with Children with ASC/SLCN, Team Teach</li> </ul>	D	A
<ul style="list-style-type: none"> <li>Full, clean driving licence</li> </ul>	D	A
<b>Knowledge and Experience</b>		
<ul style="list-style-type: none"> <li>Working with children</li> </ul>	E	A, I
<ul style="list-style-type: none"> <li>Working in an educational setting</li> </ul>	E	A, I
<ul style="list-style-type: none"> <li>Working with children with special needs (ASC/SCLN)</li> </ul>	D	A, I
<ul style="list-style-type: none"> <li>Working as part of a team</li> </ul>	E	A, I
<ul style="list-style-type: none"> <li>Working with children from a variety of cultural backgrounds</li> </ul>	D	I
<ul style="list-style-type: none"> <li>Working in an Art/ DT department</li> </ul>	D	A, I
<b>Skills and Abilities</b>		
<ul style="list-style-type: none"> <li>Ability to think, write and speak clearly and concisely</li> </ul>	E	A, I
<ul style="list-style-type: none"> <li>Ability to work collaboratively as part of a team</li> </ul>	E	A, I
<ul style="list-style-type: none"> <li>A calm, reassuring and responsive approach</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to manage behaviour in the classroom</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to organise and prioritise work and resources</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Good ICT skills</li> </ul>	E	A, I
<b>Personal Attributes</b>		
<ul style="list-style-type: none"> <li>Confident and self-motivated in exercising appropriate initiative</li> </ul>	E	I
<ul style="list-style-type: none"> <li>A positive, flexible and confident attitude to work and problems</li> </ul>	E	I

• A commitment to equality and celebrating diversity	E	I
• Patience and resilience	E	I
• Good level of physical fitness and general health	E	I
• Enthusiasm and drive for working in an ASC school	E	I
• Ability to take responsibility for own CPD	E	I
• Good sense of humour	E	I
• Unlimited empathy for working with children and a commitment to meeting the needs of the children and their families	E	I
• Genuine commitment to the ethos and work at St Dominic's School	E	I

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

**Date produced: Oct 2024**