

# KEPIER JOB DESCRIPTION



**Name:**

**Job Title:** Art and Technology Technician

**Salary Scale:** NJC

**Point Range:** 3 - 4 Full-Time Equivalent £22,737 - £23,114 (Actual £19,301 - £19,621)

**Additional Payments:** N/A

**Permanent Contract**

**Starting on:** TBC

**Contractual hours:** 37 pw

**Weeks per year:** Term time (38 weeks) + 1 week

**Hours to be worked:** 07:30 -3.30 Monday to Thursday, 7.30 to 3.00 Friday.

**Lunch break:** 30 minutes – time to be agreed

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## **Purpose of Job:**

Working under the direction of the Department Leaders to support teaching and learning principally in the curriculum areas of Art and Technology including safety and maintenance checks on all the machines in the workshop, preparation of materials and resources for lessons as required (some of which would require using CAD/CAM software, including using the laser cutter and 3D printer), ordering of materials, setting out equipment and assistance in the daily management of equipment and tools and their general repairs.

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## **Principal Duties:**

1. To provide technical support to teachers and learners in the Art and Technology Departments. This will include the repair of equipment, the preparation of paints, wood, metal, plastic, clay and other resources (resistant materials).
2. To support and assist teachers as part of a professional team to contribute to raising standards of learners' achievement.
3. Under the management of the Line Manager provide guidance and support within the curriculum area and to ensure that practical resources are prepared and in place for lessons as required.
4. To keep up to date with curriculum developments, procedures and practices through continuing professional development (including attending courses and reading publications).
5. Contribute to curriculum and resource planning.

6. Under supervision, to use specialist skills, training and experience to support teachers in the classroom environment to assist learners in the use of relevant resources, equipment and apparatus.
7. As part of the team to develop consistent and effective practice in in-class support.
8. To liaise with staff on a regular basis to ensure curriculum needs are being appropriately met.
9. Supporting the Line Manager and Department Leader in the management and control of practical resources, including:
  - Stock control, helping to compile orders and obtain costings
  - Ensuring that the curriculum area has appropriate specialist resources
  - Ensuring the availability of suitable materials and equipment
  - Both routine and non routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard
10. Ensuring the maintenance of a healthy and safe working environment through:
  - Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources
  - To provide advice and support in health & safety related issues to staff and learners
  - To ensure that all used materials, including dangerous substances are dealt with appropriately in line with COSHH regulations
  - To ensure the safe storage and accessibility of equipment and materials
  - To follow Risk Assessment procedures
  - To have due regard to personal health & safety and that of others and to wear appropriate protective clothing and eyewear as necessary
11. To undertake First Aid Training (First Aid at Work) and carry out that role if required.
12. To undertake Fire Warden training and carry out that role if required.
13. Any other reasonable duties as requested by the Department Leader, Headteacher or member of the Senior Leadership Team that is not specified in this job description.
14. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner. That the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take proactive approach to health and safety matters in order to protect both yourself and others.  
Any other duties of a similar nature related to the post, which may be required from time to time.  
That the post holder will be required to comply with all School policies, including the no smoking policy.

**General:**

- To promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.

**Responsible to:** Headteacher, Department Leader

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.

- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

**Safeguarding**

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children’s Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School’s Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

**Signed (Employee)**..... **Date**.....