



JOB DESCRIPTION

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

NAME:

JOB TITLE: ART AND TEXTILES TECHNICIAN

RESPONSIBLE TO: HEAD OF FACULTY AND SUBJECT LEADER

LINE MANAGEMENT NONE
RESPONSIBILITY:

BUDGET: NONE

OVERALL RESPONSIBILITY:

- To assist in the provision of practical support for Art and Textiles teaching within the school.
- Support the maintenance of a safe working environment where the correct Health and Safety procedures are followed.
- Comply with all school policies – particularly those on Health and Safety, child protection, confidentiality and data protection.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regards to the Keeping Children Safe In Education and Child Protection Procedures.

SECTION 1 - DUTIES:

Stock Control and Maintenance

1. Operate and maintain stock control of art supplies and materials.
2. Order art supplies and materials for the Department ensuring best value for money.
3. Assist in the maintenance of equipment.
4. Prepare and provide materials to support practical teaching and remove them safely afterwards.
5. To assist in the testing of new processes.
6. Under direction of the Teacher keep an up-to-date inventory of tools, equipment and materials.

Support and Deliver Learning – Supporting Teachers

1. Work effectively as part of the teacher support team and with teaching staff, in contributing to the quality of teaching and learning.
2. Support and complement the work of teachers by assisting in the:
 - preparation of practical resources for the lessons such as cutting materials to length or setting up visual aids.
 - response to individual needs by personalising resources for an individual or a small group.
3. Work independently with small groups of students demonstrating various practical techniques and assisting students with their projects.
4. Provide support for GCSE students in small groups to improve their grades.
5. Support staff in using tools, equipment, processes and materials, in order to assist learning in the classroom. Arrange servicing of machinery in the department and liaise with our site team where required.
6. In accordance with the school's policies and procedures, report to the appropriate teacher any incidents of disruptive or unacceptable behaviour or the misuse of tools, equipment and materials that may not be known to the teaching staff.

Health and Safety

1. Help to ensure that all students follow the correct Health and Safety procedures, eg wear the correct protective clothing.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions, eg report any equipment that appears unsafe.
3. Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development - Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Any other tasks, duties or services that may be reasonably requested by the Head of College or his representatives.

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 College 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 Head of College or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	