

# **Art Technician**

## *Job Description and Person Specification*

Post Title:	Art and Product Design Technician
Accountable To:	Subject Leader: A Level Art & Design
Location:	Elliott Hudson College
Scale:	BI (SCP 4-6)

## Job Description

### Purpose

To assist in the delivery of our growing and successful Art and Design and Design and Technology qualifications. The role involves practical and technical support for these complex subjects, and would be highly rewarding for a creative, skilled and enthusiastic team player.

### Role Responsibilities

- **Art:**
  - Clay preparation and recycling
  - Mixing of chemicals for clay glazes, textile devour and dyes
  - Managing the kiln – loading and unloading after firings, checking health and safety
  - Overseeing cleanliness and maintenance of specialist equipment e.g. sewing machines, screens for screen printing, brushes
- **Design and Technology:**
  - Support the teacher in monitoring and maintaining Design & Technology machinery and for ensuring safe usage of the machines (circular saw, band saw, laser cutter, Hegner saw, sanding machine, pillar drill, line bending machine, vacuum former, steam bender, gerbil, and hand tools)
  - Support the teacher in for using the laser cutter and cutting students' work
  - Undertaking preparation and follow-up work as requested, especially measurement, preparation and cutting of wood.
- **Across Both Subjects**
  - Support with preparation for and delivery of lessons e.g. providing resources for teachers and students, setting up and helping to tidy rooms, assistance with equipment usage if required, overseeing safe usage by students.
  - Maintaining appropriate stock levels within Art and D&T, and reporting any shortages to the department; assist with re-ordering if required.
  - Overseeing tidiness and security of store-room cupboards in each subject, with appropriate regard for health and safety e.g. secure storage of chemicals, tools etc.
  - Assisting with general upkeep and tidiness of classrooms and cupboards.
  - Assisting with risk assessments and taking part in collective responsibility for their implementation.
  - Assisting with display at annual arts exhibition.
  - Contributing to health and safety across both departments.
  - Support for equipment monitoring (cameras, tripods, lighting, sound kit) within Photography, Film Studies and Media Studies.

### Personal Responsibilities:

- Hold positive values and attitudes and adopt high standards of professional conduct.

- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
- To willingly engage with training as required by the College.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

#### Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support College events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

*We will consider any reasonable adjustments under the terms of the Disability Discrimination Act, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.*

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

## Person Specification

<b><u>Knowledge</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Familiarity with specialist Art equipment and D&T machinery	✓	
Trained in the use of D&T equipment, e.g. circular saw, band saw, laser cutter, Hegner saw, sanding machine, pillar drill, line bending machine, vacuum former, steam bender, gerbil, hand tools		✓
Ability to maintain/repair resources where appropriate		✓
<b><u>Qualifications and Experience</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Relevant practical experience	✓	
Experience of working in a school environment or with young people		✓
Qualifications and/or experience relating to Art or D&T		✓
Training in safe practices in design & technology e.g. DATA training		✓
Experience of risk assessment processes		✓
<b><u>Skills</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Good communication and interpersonal skills	✓	
Ability to work well under pressure and to use your own initiative	✓	
Technical and manual skills	✓	
Precision and care in manual and design work	✓	
Good organisational skills	✓	
Good time management skills, including the ability to work to deadlines	✓	
<b><u>Personal qualities</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Pleasant and friendly manner	✓	
Polite and punctual	✓	

Reliable	✓	
A commitment to working as part of the whole college team and supporting the vision and aims of the college	✓	
To have high aspirations but to manage those with pragmatism	✓	
To have the ability to win the respect of colleagues and students alike	✓	
Energetic, enthusiastic and hard-working	✓	
Highly motivated, ambitious, and upbeat;	✓	
Calm under pressure	✓	
Flexible and collaborative	✓	
To be a leader but also with the emotional intelligence to be a team player.	✓	
Take responsibility for own professional development as identified with the line manager.	✓	

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