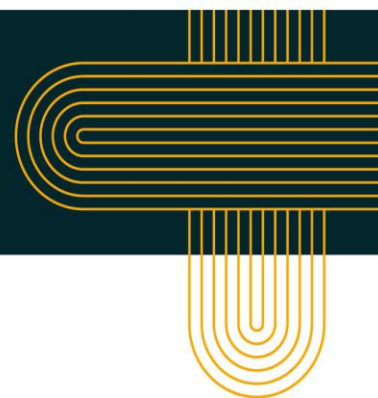




JOB DESCRIPTION

Job Title: Art and Product Design Technician
Grade: B1 SCP 4-6
Reporting to: Subject Leader: A Level Art & Design

Job Purpose:

To provide practical, technical and administrative support to the Art, Design & Technology departments, ensuring specialist learning environments, equipment, materials and resources are maintained to a high standard. The postholder will support the effective delivery of teaching and learning by preparing resources, maintaining specialist equipment, promoting safe working practices and contributing to the smooth day-to-day operation of the departments.

Role Responsibilities

Art & Design Technical Support

- Prepare, maintain and organise materials, equipment and specialist resources used within Art & Design.
- Support activities including ceramics, textiles, printmaking and other specialist art processes.
- Operate and maintain specialist equipment, including kilns, sewing machines and screen-printing equipment, ensuring compliance with health and safety requirements.
- Prepare and safely manage materials, glazes, dyes and other specialist resources.

Design & Technology Technical Support

- Support the maintenance, monitoring and safe operation of Design & Technology machinery and equipment.
- Assist with the preparation of materials, including measuring, cutting and assembling resources for lessons and projects.
- Provide technical support for the use of specialist equipment, including laser cutting and other department machinery.

Curriculum and Resource Support

- Prepare resources and equipment for lessons and learning activities.
- Support staff and students in the safe and effective use of specialist equipment and materials.
- Assist with the organisation, storage and security of departmental resources and stock.
- Monitor stock levels and support the ordering of materials and equipment as required.

Health, Safety and Environment

- Contribute to the maintenance of safe, secure and well-organised learning environments.
- Support the completion and implementation of risk assessments.
- Ensure chemicals, tools and specialist equipment are stored and used in accordance with health and safety requirements.
- Contribute to the overall health and safety culture across the departments.

Wider Departmental Support

- Support displays, exhibitions and showcase events.
- Assist with the monitoring and maintenance of photography, film and media equipment.
- Undertake other duties commensurate with the grade of the post as reasonably requested.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- 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.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and the successful completion of the trust's 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 academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
• Grade 4 (C) and above in GCSE English and Mathematics (or equivalent).	E
• Relevant qualification in Art, Design, Design Technology, Engineering, Manufacturing, Creative Industries or a related discipline	D
• First Aid qualification or willingness to undertake training	D
Knowledge and Skills	E/D
• Good practical and technical skills relevant to Art, Design and/or Design Technology environments	E
• Ability to prepare, maintain and organise specialist equipment, materials and resources	E
• Understanding of health and safety requirements relating to workshop, design and creative environments	E
• Ability to work independently and use initiative whilst also working effectively as part of a team	E
• Good organisational skills and the ability to prioritise competing demands	E
• Strong communication and interpersonal skills, with the ability to work positively with staff and students	E
• Good ICT skills and the ability to maintain simple records and stock information	D
• Knowledge of specialist Art equipment and/or Design Technology machinery	D
• Ability to undertake basic maintenance and repairs of equipment and resources	D
• Training in the use of specialist D&T equipment, e.g. laser cutter, band saw, pillar drill, sanding machine or similar machinery	D
• Knowledge of risk assessment processes and safe working practices	D
Experience	E/D

GORSE

• Experience of working in a practical, technical, workshop, creative or educational environment	E
• Experience of preparing materials, equipment and resources for practical activities	E
• Experience of maintaining stock, equipment and specialist resources	D
• Experience of supporting health and safety procedures within a practical environment	D
• Experience of working in a school, college or with young people	D
• Experience of supporting Art, Design or Design Technology provision	D
• Experience of carrying out risk assessments or implementing control measures	D
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
• Willingness to undertake training in specialist equipment and health and safety requirements	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

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.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.