

Role Description

Art & Design Technology Technician

NJC Pay Range	Band D
Responsible To:	Head of Faculty Art & Technology

Main Purpose of the Post

- To support the effective delivery of Art and Technology across all key stages, ensuring practical learning experiences are engaging, inspiring and safe.
- To work closely with teaching staff to provide high-quality technical and creative support, maintaining equipment, resources and environments that promotes creativity.

Key Areas of Responsibility

- Prepare, set up and maintain materials, tools, and equipment for lessons in 2D, 3D Art, and Technology, ensuring that resources are available, safe, and suitable for learning activities.
- Support teachers in delivering engaging, challenging and inspiring learning experiences that encourage creative exploration, independent problem-solving, and skilful craftsmanship.
- Assist students with specialist processes such as sculpting, model making, ceramics, printmaking, digital photography, and mixed-media work, promoting experimentation and refinement.
- Manage and maintain all specialist equipment, including:
 - Circular saw, planer thicknesser, vacuum forming machine, band saws, sanding disks, and sharpening machines for chisels and planes.
 - Ensure all machinery is regularly checked, cleaned, and safely maintained in line with health and safety standards.
 - Support and, where appropriate, train staff and students in the safe and proper use of equipment.
- Prepare materials for clay and 3D lessons, including wedging, glazing, firing, and storage of work.
- Support the presentation and exhibition of student work, ensuring displays celebrate creativity and progression.
- Organise and maintain stock levels, order materials, and ensure workspaces are clean, safe, and inspiring.
- Work with teaching staff to support coursework and exam preparation, including setting up controlled assessments and managing portfolios.
- Contribute to developing a learning environment that reflects the department's curriculum intent—where students are inspired by past and present influences, encouraged to take creative risks, and supported to produce personal and meaningful final outcomes.

Experience and Training Requirements

- Previous experience working in a workshop environment with a solid understanding of safe working practices.

- Training or certification in the use of key workshop machinery, including the circular saw, planer thicknesser, vacuum forming machine, band saws, and sharpening and sanding equipment.
- Understanding of equipment maintenance, inspection, and repair procedures.
- Experience supporting practical teaching environments or working within an educational setting (desirable).

Other Considerations Relevant to the Role

- The post requires working with flexibility, travelling to and from Academies and other locations as directed, for which the postholder must ensure they have the appropriate business insurance.

• ***The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.***

Supplementary Information

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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.