

## Job Description

### Post: Art / DT Technician

#### Purpose

To challenge educational and social disadvantage by providing technical support to the Art / DT subjects in order to achieve the highest possible standards and prepare all our students to lead successful lives.

#### Duties and Responsibilities

- Prepare equipment and materials as necessary to enable staff and students to function effectively.
- Carry out routine maintenance in accordance with health and safety requirements.
- Assist teaching staff in promoting and raising the profile of Art / DT within and outside the academy.
- Work alongside teachers during activities / experiments to aid student progress as and when required.
- Manufacture pieces of equipment, as required, for class demonstration and / or student use.
- Ensure that all equipment is kept in an operable and safe manner and ready for use by staff and students.
- Advise staff on the status of materials / equipment and place orders.
- Construct storage systems for students' work and other materials.
- Ensure that teachers are not diverted from their teaching duties when materials / equipment are to be urgently prepared.
- Participate in the academy coaching process.
- Assist teachers with preparation of resources for lesson delivery daily in both primary phase and secondary phase classrooms.
- Offer technical advice to teachers and students on a daily basis.
- Cut, shape and prepare resistant material resources (e.g. class sets of lino blocks, wood, canvas, etc.).
- Support staff and students in the creation and making of studio resolutions; consult with staff and students on the practical process and material limitations; work and support within KS4 lessons, when available.
- Assist in lessons as required during practical sessions, especially clay, textiles, printing and with machinery.
- Physical involvement in support of making ambitious studio pieces (GCSE and BTEC).
- Support and involvement with the academy Arts Council, when available.
- Supervision of, and support for, the end-of-year exhibition by students from across the academy and year-round whole school displays of artwork.
- Assist in the organisation and planning (inc. internal administration) of expeditions, courses, and conferences for students and staff.
- Be responsible for photographing students' work and ceramic work before firing.
- Ensure the kiln, electrical equipment, and DT machinery are maintained and serviced as required.
- Engage fully in the Trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the Trust and academy calendars.
- Consistently implement all Trust policies; contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***