

**Art**

**The Department**

At Nobel we aim to deliver a high-quality art and design education that engages, inspires and challenges our pupils, equipping them with the knowledge and skills to experiment, invent and create their own works of art, craft and design.

Our curriculum offers the students general art and design, textile design and graphic communiation at all key stages.

**Facilities**

We have moved into the purpose built new school and the art department has 5 specialist teaching rooms one of which is dedicated to Textile and another ICT suite of Apple Mac computers to support our Graphic communication course. We also have and a flexible space for exhibitions and for post sixteen students to work in.

**Staffing Structure**

The art department has a head of department, Ms Sears and four subject teachers. The department is also fortunate to have asubject specific textile technicians.

**Art Curriculum**

Nobel has developed a knowledge based curriculum following the national guidelines. We value subject knowledge and skills and as students’ progress, they are encouraged to be able to think critically and develop a more rigorous understanding of art and design. They are taught how art and design both reflect and shape our history, and contribute to the culture, creativity and wealth of our nation.

Each fortnight, our students have 2 hours of art teaching at KS3 and at KS4 students have 6 hours. Our KS5 students benefit from 9 hours of teaching from specialist teachers.

**Extra-Curricular**

The Art department offers a range of trips and gallery visits as well as extra-curricular activities to support our students.

**Support**

The school and the department have an excellent reputation for supporting teaching and learning. We train teachers from different organisations including the University of Hertfordshire. We work closely with the North Herts Teaching Alliance and are committed to supporting all department staff to improve their professional development.



**Person Specification**

**Art Technician**

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| **Essential** | **Desirable** |
| SKILLS AND EXPERIENCE | |
| Experience of working with young people. | Experience of stock control. |
| English and Maths GCSE Grade C or above. | Art A level |
| Good oral and written communication skills. | Willingness and ability to engage in administration work. |
| Good organisational skills. |  |
| IT literate. |  |
| PERSONAL QUALITIES | |
| Ability to work as part of a team, especially a readiness to help others. | Good time management skills. |
| Enthusiasm and sense of humour. | Ability to prioritise work. |
| Flexibility. |  |
| Willingness to learn new processes. |  |
| Honesty and integrity. |  |
| Ability to establish good working relationships with students and staff. |  |



### PURPOSE OF YOUR POST:

The Art Technician provides a comprehensive support service to teachers and other support staff in the school. While not required to tutor pupils directly, the team has a marked effect on pupil learning by influencing the context in which learning takes place. This influence extends to parents and the general public for whom members of the team are often the first point of contact.

The Art Technician arranges necessary materials for completion of classwork. Particular tasks are assigned on a daily and weekly basis by the Head of Art and other teachers as nominated by him/her.

It is a responsibility of all staff to safeguard the welfare and rights both of students and colleagues. Staff should be conscious of their actions and their words and the impression and impact this may have. At Nobel we show respect to all regardless of gender, race, ethnicity, religion, orientation or age.

### SHARED RESPONSIBILITIES AS A MEMBER OF THE SUPPORT TEAM:

1. Help ensure the smooth running of the school.
2. Play a full part in shadowing each other’s role so that, in the event of staff absence and at times of pressure, roles can be interchanged flexibly.
3. Make constructive suggestions for improvement in administration and other procedures that are conducive to efficient and effective operation and supportive of the core purpose of the school (pupil learning).
4. Support other members of the team in the fulfilment of their responsibilities.

### CONDITIONS OF EMPLOYMENT:

The Conditions of Employment for support staff are set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

## **PARTICULAR DUTIES**:

The following is an indicative list of duties:

## Organisation of stock control and to undertake all ordering; monitoring of monthly accounts;

* Assist in classes by formal arrangement, e.g. helping individual/small groups of students;
* Organise and maintain displays in art classrooms and framed artwork in art rooms and throughout the school;
* Organise and maintain art examination displays and assist with moderation visits.
* Ensure that health and safety requirements are fulfilled in all aspects of the post holder’s own work and, so far as is practicable, the work of the department staff and students;
* Assist with exam admin and invigilation as required.
* Prepare clay and mix glazes, slips, etc;
* Fire kiln when necessary; maintain kiln shelves; keep the kiln free from glaze build-up;
* Organise ICT and Audio Visual resources;
* Prepare materials for classes;
* Selling equipment to students; record art sales and bank money with the finance team;
* Assist with the administration of trips and visits by booking coaches and liaising with galleries;
* Keep rooms and cupboards tidy; check books and folders in the resources room and replace/repair as necessary;
* liaise with other support staff as appropriate;
* Undertake reprographics and general administration tasks;
* Deal with telephone calls for the Art Department;
* Ensure that health and safety requirements are fulfilled in all aspects of the postholder’s own work and, so far as is practicable, the work of teachers and students;
* Undertake other duties that the Headteacher may reasonably require.

**NOTES:**

This post is part time 30 hours per week term time only (exluding inset). The post is subject to a flexible working arrangement.