**Job PROFILE**

**Art Technician**

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| Post Title | Art Technician |
| Place of Employment | Based at Aston Academy\* |
| Hours of Work | 27.5 hours per week, term time only*(Start and finished times to be discussed with the successful candidate)* |
| Appointment | Permanent |

Main Purpose of the Role

The Art Technician will carry out a variety of tasks under the direction and instruction of appropriate staff to assist teaching staff in providing students with a relevant and effective Art experience, ensuring students have maximum opportunity for high levels of achievement. The 27.5 hours is spilt across two main areas: 17.5hrs Art Technician duties, and 10hrs Display technician for the Academy.

Main Duties and Responsibilities

1. Support for students and staff
* Prepare materials as required by subject teacher prior to lessons. The preparation of materials may range across the key stages; from key stage 1 to key stage 5 depending on the teachers needs/timetables.
* Loading and firming of kilns; (for which training will be available) preparation and reclaiming of clay; preparation and testing of glazes; maintenance of ceramics stock room.
* Preparation of photography equipment; to prepare and mix photography materials (for which training will be available); ordering/checking stock levels and maintenance of a clean and safe environment.
* Organisation, preparation, cataloguing and booking systems for general art resources, care and organisation of craft and photography materials.
* In liaison with the appropriate staff, be responsible for the mounting and displaying of art and photography around the academy site; exhibitions and examination material; maintaining notice boards in the faculty ensuring the prompt removal of out of date notices etc.
* Assist with the ordering, delivering and appropriate storage of resources, including maintaining adequate stock levels and regular stock checks.
* To use a variety of office equipment to help with the smooth running of the faculty; this will range from reprographics equipment to being efficient on a computer.
* To keep classrooms clean and free of hazards.
* To ensure all health and safety requirements are met.
* To ensure all equipment is checked in line with academy procedures before and after student use.
* To create and erect displays across all subject areas within the academy.
* To be able to communicate with senior leaders, HOF, teaching staff and support staff in regards to all display matters.
1. Support for the Curriculum
* To assist Art staff in developing appropriate resources for teaching and learning.
* To provide support for teachers in lessons.
* To organise books and equipment to work within a rotation system.
* Support individual students with technical, art/textiles related tasks.
* To assist in the research and testing of new resources.
* To ensure exam equipment is ordered and prepared, to help with the set-up and resources for extra curriculum activities.
* Prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
* To work in / support other faculty areas if required.
1. Other Duties
* Organise own work load to ensure accurate and timely completion of tasks.
* To undergo appropriate training as available.
* To be aware of and comply with policies and procedures in relation to child protection, health & safety, security, confidentiality & data protection, reporting all concerns to the appropriate person in accordance to the policy.
* Contribute to the overall ethos/aims of the academy and wider trust
* Attend relevant meeting as required.
* To ensure duties are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974.
* The role is based at Aston Academy but may involve working at other academies within the trust.
* The post holder will be expected to work in a flexible manner undertaking all reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not, but as required by the academy to enable students to achieve and reach their full potential. This is an outline job profile only 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 job description may be subject to modification or amendment by the Principal after consultation with the post-holder.

*‘Aston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment’*