

Job Description

Job title: Art Technician
Reports to: Director of Learning (DOL) for Expressive Arts
Location: Longfield Academy

Job purpose

Working within the Expressive Arts Department, your role will be to help raise the profile of the Art department within the academy. You will support staff and students by the preparation of resources, ordering of materials, maintenance of equipment, design and creation of sets, props and costumes for extracurricular activities, and in class support. The role forms a central part of the work of the department and you will need to work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

General responsibilities

- To prepare materials and equipment for practical lessons
- To maintain and monitor consumables and equipment in Art and Photography to ensure all pupils are able to access a wide range of materials and processes as part of their Art and Photography provision
- To maintain and monitor stock control
- To assist the Director of learning in the ordering of materials and equipment
- To carry out weekly material and equipment checks across all Art rooms
- To assist staff in the production and updating of Academy and classroom displays
- To provide technical support to staff during lesson time as required
- To artistically support whole school productions with set, costume and prop design
- To provide a high standard of photography at all whole-school events
- To support small-group intervention for key exam groups in art and photography
- To run lunchtime art and design clubs
- To work alongside the art department in preparing standardisation materials for exam moderation
- To prepare art exhibitions throughout the year
- Carry out weekly Health and Safety checks on all equipment and report directly to the Director of Learning
- To undertake any Health and Safety training as required by the DOL

Academy Ethos

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Support the academy in meeting its legal requirements for worship
- Promote actively the academy's corporate policies
- Comply with the academy's health and safety policy and undertake risk assessments as appropriate

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.