



The Cotswold School Academy Trust – Job Description

Job Title:	Art Technician
Responsible to:	Governors, Headteacher, Head of Art

Overall Responsibility

- To provide support to teaching staff and pupils in the Art Department
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Keeping Children Safe in Education (KCSIE) guidance and Area Child Protection procedures.

Job Outline

- To ensure the smooth running of all practical work throughout the Art Department
- To prepare materials as directed and to clear away equipment such paints, paper, etc.
- To assist teaching staff with the demonstration of lessons
- To have oversight of teaching areas and stores and arrange the maintenance and repair services of equipment and working surfaces
- To assist with project work by year group
- To maintain a safe working environment by keeping work and storage areas clean, tidy and well organised.
- To store all equipment and materials safely and systematically
- To assist with ordering, buying and cataloguing of equipment and consumables ensuring that spending remains within the budget
- To assist with department administration including the organisation of trips and events.
- To assist with the formal display of artwork for shows and events.
- To assist in the provision of photocopied material and any other resources or materials as requested by the teaching staff
- To attend department meetings as well as informal meetings with the HOD to effect smooth running of the Art Department and its future development.

Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area and identify any training needs.
- To participate the performance management process via SchooliP.
- To have due regard and comply with all school policies

- To participate in department meetings as required
- Develop good working relations with other colleagues and students
- To contribute to the overall ethos/work/aims of the school
- To work flexibly in the interest of the school and to undertake such additional duties relevant to the post and level of responsibility.
- To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

We are an equal opportunities employer and value and respect diversity across our whole school community. The Cotswold School is committed to safeguarding and promoting the welfare of children and young people.