# TECHNICIAN (ART)

# ROLE DESCRIPTION

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| Job title & Grade | Technician – Art  Grade 5 |
| Reporting & Communication | Headteacher  School Business Leader  Head of Art |
| Hours | Full time 37 hours per week worked over 5 days, Monday to Friday |
| Annual Leave | Term time only (193 days) incorporating pro rata annual leave entitlement and bank holidays. |
| Probationary Period | 6 months from date of appointment. |
| Job Purpose | At the direction of the Head of Department and using information from subject teachers, co-ordinate the availability and use of resources and facilities to fulfil the practical needs of the Art curriculum.  Encourage students to produce quality work, to select artists and to develop practical and computer skills.  Work closely with students who need additional help in their art practice, provide moral support for students who feel they are struggling to cope, and technical support for students who need to widen their skill set. |
| Additional Duties | None. |
| General | The list of duties is not exhaustive and may be subject to other duties commensurate with the role. |
| Confidentiality | All employees are required to maintain confidentiality regarding any information about students and employees. |
| Checks | This post is required to undertake a DBS check |
| Role Description | This role description is subject to review and change from time to time. |
| Main Duties | Under the supervision and direction of the Head of Department the main duties of the Technician will include:  Specific Activities -   * Timely and accurate preparation of specialist equipment, resources and materials to fulfil the lesson plan requirements of the Art department. * Work independently, as well as with staff and students, manage your own workload, and respond to students needs during lessons. * Use and assist others in the safe and effective use of specialist equipment and materials, when required. * Provide support and assistance in lessons, including working with individual teachers when required. * Work with students on computer programmes, their artwork and presentation of work. * Work with the art department to explore artists both new and old and advise students on sources for their project work. * Arrange and book trips for students, including drafting risk assessments and letters. * Work with local businesses to secure a venue for yearly GCSE and A-Level exhibitions, working with them to prepare students work ready for display and help running these events, as well as working with staff across departments. * Keep ahead of what local colleges have to offer students Post 16 and work with staff to create and offer taster days and sessions for our students. * Maintain department equipment - check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs to the Site Team or a specialist contractor. * Monitor and manage the stock of equipment and consumables for practical lessons and submit purchase orders at the direction of the Head of Department. * Maintain high standards of housekeeping in the Art department, including resources and equipment. * Collect, check and return resources and equipment to stores after use. * Maintain clean and tidy prep and storage areas. * Use IT to produce resources for the department. * Assist the Drama department with the annual school production and other similar events.   Safe working practice   * Be aware and follow safe working practices within specialist rooms. * Seek advice and guidance from the Head of Department and other specialist teachers if unsure.   General Activities -   * Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. * Be aware of and support equality of opportunity for all staff and students. * Contribute to the overall ethos/work/aims of the school. * Appreciate and support the role of colleagues. * Attend and participate in relevant meetings, as required. * Participate in training and performance review, as required. * Assist in other areas of the school when requested. |

Signature of post holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature of manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure form from the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken my not be identified. This document must not be altered once it has been signed but will be reviewed regularly.

Employees will be expected to comply with any reasonable request for a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such review or at any time after consultation with the post holder.

**Person Specification**

**Post** **Technician – Art**

**Scale** **Grade 5**

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| **Area** | Criteria Requirement – E = Essential – D = Desirable | **Requirement** |
| **Skills**  **Knowledge**  **Aptitudes** | * An interest in Art and how this is delivered in a secondary school environment. * Computer skills: you must have an understanding and experience of Photoshop, PowerPoint and Word. * Photographic skills: you should have a basic/good knowledge of photography and SLR cameras. * Knowledge of Art History or a willingness to acquire this. * Mentoring skills and interpersonal skills to help students to gain confidence and technical skills. * A willingness to acquire basic practical skills if not experienced in any areas. * The ability to work carefully and safely. * Awareness of health and safety policies/codes of practice/legislation applicable to role. * Relate well to adults and students. * Ability to self-evaluate learning needs and actively seek learning opportunities. | E  E  E  E  E  D  E  D  E  E |
| **Qualifications and Training** | * A degree in an area of Art and good drawing and painting skills is desirable. | D |
| **Experience** | * Providing technical support in an educational environment. | D |
| **Personal qualities** | * Reliable * Ability to work constructively as part of a team or as an individual. * Organisational skills and attention to detail. * Ability to prioritise work and work unsupervised when required. * Show initiative and be self-motivating. * Able to multi-task. * Enthusiasm. * Able to meet deadlines. * Tolerant/resilience and able to work under pressure. * Calm and responsible. * Confident dealing with adults and young people. | E  E  E  E  E  E  E  E  E  E  E |