**Job Description – Creative Arts Technician**

**(Art, Photography & Drama)**

|  |  |
| --- | --- |
| **Post Details** |  |
| **School/setting:** | Twynham School |
| **Post type:** | Support Staff |
| **Grade/pay level:**  | Grade 5 |
| **Responsible to:** | Heads of Department |

|  |
| --- |
| **Main Purpose** |
| * To provide technical and administrative support to teaching staff in the Art, Photography and Drama departments across Key Stages 3 – 5, including some in-class support with pupil activities.
* To support the teaching staff to ensure the safe and proper use and maintenance of resources and equipment.
 |

|  |
| --- |
| **Duties and Responsibilities** |
| * To prepare and maintain classrooms, darkroom, workshops, studios and materials/equipment for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.
* To prepare and assemble teaching resources, apparatus and equipment for use by the teacher and pupils. This may be specific equipment for the particular subject/department or conventional equipment.
* To contribute to teaching sessions as appropriate by demonstrating or advising on the proper and safe use of materials and equipment for practical activities, including directed support for individual pupils and supporting staff to prepare materials in lesson changeovers.
* To maintain and undertake basic repairs to equipment where practical to do so.
* To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
* To maintain appropriate records for the control and allocation of relevant equipment and resources, including service schedules and inventories.
* To undertake ordering and stock allocation activities as authorised, including arrangements for the local purchase of materials through petty cash.
* To assist with administrative tasks for calendar events including room booking, trip planning and exhibitions and productions
* To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
* To maintain and continually update display areas, in classrooms, studios, gallery and surrounding areas, supporting with examinations, exhibitions, open evenings and productions
* To maintain storage areas within the department, including classroom cupboards, stock, paper and student work.
* To support the wider school, through calendar events including the Twynham School Production, making promotional material, arranging photography.
 |

|  |
| --- |
| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
 |

|  |
| --- |
| **Other Duties** |
| * Applying technical skills and knowledge to resolve any problems with the setting up or maintenance of equipment.
* Deciding when to intervene in pupil activities for instruction or safety purposes.
* There may be some use of chemicals or toxic materials and/or some use of power tools or other potentially harmful equipment.
* Some lifting and movement of resources and equipment will often be required, using trolleys where appropriate.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

|  |
| --- |
| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
 |

|  |
| --- |
| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:*** An advanced, vocational or academic qualification in the relevant subject area (e.g. BTec Higher, HNC/D, Advanced City and Guilds Certificate) with applied practical experience.

**OR** * Substantial experience in a relevant work area together with a vocational/academic qualification at NVQ level 3 or equivalent or other relevant evidence of training/development in the particular subject area.

**AND*** Familiarity with the safe and proper use of any specialist equipment for which the post will be responsible- e.g. lighting and sound equipment, photographic filming and editing, art based experiences- ceramics, painting
* Proficiency in digital applications and a desire to develop knowledge in creative arts digital specialisms
* Good interpersonal skills and the ability to work co-operatively within the staff team
* Flexible approach to additional whole school roles, exhibitions, performances and productions
* Excellent time management and organisational skills
* Experience working with students/young people in a creative setting

**Desirable:*** An interest in creative arts and performance
* Knowledge of Adobe software, Photoshop, Lightroom and video editing
* Knowledge of lighting and sound equipment
* Knowledge of clay process, use of kiln.
* Knowledge of photographic processes including darkroom practice.
* Knowledge of textiles and costume
 |

|  |
| --- |
| **Notes** |
| * This job description may be amended at any time in consultation with the postholder.
 |

|  |
| --- |
| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** |
| * COSHH = Control of Substances Hazardous to Health
 |  |