

SAPIENTIA EDUCATION TRUST

CITY ACADEMY NORWICH JOB DESCRIPTION

**CREATIVE ARTS TECHNICIAN
37 HOURS PER WEEK, TERM TIME PLUS 2 WEEKS**

Line Manager:	Leader of Department
Salary:	SET Support Scale 5-6 (£23,500 - £23,893) pro-rata £20,916 - £21,651

THE POST

The Creative Arts Technician is responsible for supporting all Creativity areas that may be required.

- Assisting in ensuring a safe, effective and efficient technical service is provided to support the Arts department and its curriculum
- Support in providing technical advice and assistance in the classroom to support students and assist teaching staff with learning activities
- Ensuring that Health & Safety requirements and other relevant regulations e.g.COSHH are adhered to including the completion and recording of necessary checks
- Contributing to the overall ethos, work and aims of the school

City Academy Norwich is member of the Sapientia Education Trust (SET), which is currently led by the CEO.

On appointment, the successful candidate will be required to complete a six-month probationary period.

JOB SPECIFICATION

Operational:

- To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
- To assist Line Manager in the promotion and observance of a healthy and safe working environment
- To assist Line Manager in ensuring the safe and effective operation and use of equipment, tools, materials, resources and software including uploading images and recordings from Digital Cameras and I pads as required.

- To assist Line Manager / Director of Arts with the carrying out of Risk Assessments including on a variety of equipment and processes
- To ensure that subject staff are aware and comply with all Health & Safety requirements and other relevant regulations e.g. COSHH
- To contribute to the development and organisation of facilities, equipment, tools and resources to support the teaching of the curriculum
- To ensure that equipment is in good working order and that workshops, preparation areas and storerooms are in a clean, secure, safe and orderly condition
- To undertake cleaning tasks as required in order to ensure the above point
- To prepare, distribute and then clear away equipment, solutions / solvents and materials as required within the subject areas
- To carry out both routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard
- To prepare classrooms and workshops for lessons / practical activities / demonstrations
- To prepare resources, equipment, tools and materials as required for use in workshops / classrooms / lessons
- To construct, where possible, general subject equipment
- To research the availability of suitable equipment, tools, materials and resources, and suggest alternatives for suitability and economy to Line Manager
- To provide technical advice and support in the classroom e.g. with demonstrations, practical activities and resources
- Under the direction of Line Manager, dispose safely of workshop waste and deal safely with spillages / breakages following regulations
- To assist in putting in place requirements for practical school and public examinations
- To mount and display work as required
- To put up and maintain appropriate classroom displays within the subject areas and the school
- To provide technical assistance to students, either individually when they are carrying out activities, investigations or projects, or in-class assisting or advising students and staff on the practical aspects of the curriculum
- To assist in stock control, compiling purchase orders, liaising with suppliers and maintaining appropriate records

Administrative

- To undertake and ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including photocopying, filling and collection of payments from students
- To collate information, statistics and prepare reports as required by Line Manager, Headteacher and the Trust

- To process, input and extract data held on the school's database systems
- To maintain both manual and computerised record and filing systems in line with requirements
- To assist in completing equipment and stock inventories as required

General & personal responsibilities

To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:

- Equal Opportunities
- Health, Safety & Welfare
- Child Protection / Safeguarding
- Data Protection
- Risk Management
- To attend training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.
- Be an excellent role model for all members of staff and for students in all aspects of academy life. To be an exemplar of all academy policies and practices to include risk assessments as appropriate. To actively promote the aims of the Academy.
- Support, promote and comply with decisions and policies agreed by SLT and the Trust.

To undertake any other similar duties of this level as required by the Headteacher / SLT.

- To attend school events as required e.g. open days
- To invigilate school and public examinations and tests as required
- To assist in escorting students on educational visits and to participate in extra curricular activities as required
- To assist in ensuring that financial procedures and activities are carried out as required within the department such as placing purchase orders
- To participate in training sessions for staff to ensure that they are aware of procedures and regulations
- To keep abreast of developments, current initiatives and changes in post holder's field and communicate to staff

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Trust.

To uphold the school's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This 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 constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school's performance management scheme.

Safeguarding Children

Safeguarding | Child Protection

In accordance with the Academy's commitment to follow and adhere to the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Academy. You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People (January 2009). You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the City Academy Norwich or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

General Data Protection Regulation (GDPR)

The post holder will hold and process any personal data including sensitive (special category) personal data relating to students and parents / carers in accordance with our legal obligations, for the purposes of safeguarding and child protection and in the manner set out in the Privacy Notice for parents and students and in accordance with our Data Protection Policy which can be accessed via the PA to the Headteacher at your request.

Freedom of Information

The post holder must be aware that any information held by the Academy in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Academy's policies and procedures.

Physical Demands

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

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

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

City Academy Norwich is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

CITY ACADEMY NORWICH PERSON SPECIFICATION: CREATIVE ARTS TECHNICIAN			
Qualifications and Experience	Essential	Desirable	How Assessed? Application (A) Interview (I)
Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths (certificate/s to be available at interview)	✓		A
Experience of working in a relevant discipline within a workshop or similar environment		✓	A
Qualification/s in relevant discipline/s (certificate/s to be available at interview)		✓	A
Experience of working in a school or similar establishment		✓	A
Experience of working in an Arts environment		✓	A
Knowledge and Skills	Essential	Desirable	A/ I
Ability to build and form good relationships with colleagues and students	✓		A/ I
Ability to work constructively as part of a team, understanding school roles and responsibilities including own	✓		A/ I
Ability to absorb and understand a wide range of information	✓		A/ I
Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals	✓		A/ I
Good standard of numeracy and literacy skills	✓		A
Good working knowledge of a range of ICT software, hardware and other resources	✓		A
Skills in music technology	✓		A/I
Can proficiently use computer software including word-processing, spreadsheet,		✓	A/ I

database and internet systems			
Working knowledge of relevant policies, procedures, regulations/legislation e.g. Health & Safety and COSHH and First Aid		✓	A
Working knowledge of national curriculum relating to Arts.		✓	A
Working knowledge of completing risk assessments		✓	A
Working knowledge of behaviour management strategies		✓	A

Personal Qualities	Essential	Desirable	A/ I
Ability to show initiative and to prioritise one's own work even when under pressure	✓		A/ I
Able to follow direction and work in collaboration with Line Manager	✓		A
Able to work flexibly to meet deadlines and respond to unplanned situations	✓		A
Efficient and meticulous in organisation	✓		A/ I
Desire to enhance and develop skills and knowledge through CPD	✓		A
Ability to reach and bend, and to carry out some lifting / moving of equipment	✓		A
Evidence of excellent attendance and punctuality record	✓		A
Commitment to the highest standards of child protection	✓		I
Recognition of the importance of personal responsibility for Health & Safety	✓		A
Commitment to the school's ethos, aims and its whole community	✓		A
Current First Aid certificate or the willingness to undertake first aid training and be on the first aid rota	✓		A/I