



Visual Arts: 3D Design Technician

Job Description

Objectives of the role:

Under the instruction/guidance of 3D Design lead teacher and Deputy Director of Visual Arts:

- provide specialist support including the preparation and maintenance of resources and support to staff and students

Support for Students

- Use specialist skills/training/experience to support students
- Provide verbal feedback to students in relation to progress and achievement

Support for the Teacher

- Create and maintain a purposeful, orderly and productive working environment
- Be responsible for timely and accurate preparation and use of specialist equipment/resources/materials
- Assist in the administration of coursework, work sheets, input of assessment marks, GCSE and A level examination grades, etc
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Promote and ensure the health and safety of the working environment
- Administer and assess routine tests

Support for the Curriculum

- Be responsible for the management of stock levels, and regular audit of resources
- Be responsible for maintenance/quality/safety of specialist equipment, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others
- Manage health and safety documentation and host inspection visits within the 3D design workshop
- Provide specialist advice and guidance as required
- Assist in the safe and effective use of specialist equipment/materials
- Preparation and maintenance of displays as required.

Support for the School

- Be aware of and comply with policies relating to health and safety, reporting all concerns to an appropriate person
- Be aware of and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support the smooth running of the faculty

- Participate in training and other learning activities and performance development as required
- Support with visits to/from external companies, establishments or schools
- Assist in the planning and preparation for open evening;
- Recognise own strengths and areas of expertise and use them to advise and support others

(This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time).

John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.

All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

For all staff – You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety and that of others affected by what you do or do not do
- Co-operate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

Hours: 10 hours per week (spread over 4 or 5 days), term time only plus two INSET days

Grade: 6

Ref: Curriculum/Resource support Level 2

National Joint Council for Government services "The Way Forward"

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.

Reviewed July 2022

Visual Arts 3D Design Technician: Person Specification

Knowledge/Skills required

Experience	<ul style="list-style-type: none"> • General clerical/administrative work • Experience in crafts/engineering 	<i>Essential</i> <i>Desirable</i>
Qualifications/ Training	<ul style="list-style-type: none"> • Good numeracy/literacy skills • Health and Safety training • Appropriate knowledge of first aid 	<i>Essential</i> <i>Desirable</i>
Knowledge/Skills	<ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment/resources • Use of relevant equipment/resources • Knowledge of a particular subject/technical area including processes • Knowledge of relevant policies/codes of practice and awareness of relevant legislation • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Flexibility • Positive, can-do attitude • Respect for the state education system and all those who work so hard to make John Mason a thriving school 	<i>Essential</i>