Job Description

Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.

Xaverian College is committed to providing a safe learning environment in which every community member can achieve their full potential, feels valued, safe and supported, is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practices equality of opportunity.

Job Title **Lead Art and Design Technician**

Hours of work: 35 hours per week, Term Time plus two weeks (0.88 FTE)

Salary Scale: SFCA Support Staff Salary Scale Point 11-14 £29,636 – £32,420 per annum pro rata (actual salary £26,185 - £28,645 pa)

Reports to: Curriculum Leader Art and Design

Job Purpose: To assist and support teaching staff and technician through the preparation of materials, booking out of equipment, general organisation and maintaining the care of resources. To assist curriculum delivery by providing assistance to individuals and small groups of students.

Main Responsibilities:

- To manage the resourcing of activities for students and liaise regularly with curriculum staff and technician to ensure that there is appropriate resourcing for activities for students. Teachers will identify topics and groups to ensure students get the most benefit.
- To line manage Art Technician.
- To design and deliver technical workshop tutorials to all Art and Design students.
- To coordinate individual daily assistance to students outside of timetable.
- To lead the organisation and putting up of the annual Art and Design exhibition.
- To support, where appropriate, NEA administration and assist teaching staff during NEA moderation.
- Book equipment in and out for students for class and out of class use.
- Be responsible for the daily upkeep of equipment.
- Be responsible for the daily monitoring of equipment and report any faults.
- To assist teaching staff with the preparation of teaching materials and resources.
- To demonstrate to students the safe use of materials, processes, and techniques, where appropriate.
- To prepare spaces and equipment for lessons and ensure studios/classrooms/corridor areas are maintained appropriately for teaching and learning to take place.
- To be responsible, while at work, for ensuring that reasonable care is taken for your own health and safety and for the health and safety of the teaching and learning environment and those in it.
- Occasional assistance in other subject areas within the Curriculum Division maybe required at peak points across the year.
- A willingness to learn any relevant skills not currently known.
- To be responsible and take ownership for continuous professional development, undertaking relevant training where appropriate.
- To undertake such other duties as may be required in consultation with line managers.

Additional Duties:

- To support the effective safeguarding of all young people throughout the College.
- To adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity etc…
- To attend meetings for all College Staff, as necessary.
- To undertake any other duties appropriate to the level of post as required by the Principal and designated line manager

This job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

Reviewed by:	*J Mason, D Morrison, AdP*	*Date of last review:*	*12/11/2026*