

# Job Description

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**Job Title:** Technician (Art)

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**Location:** East Point Academy

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<b>Job title</b>	<b>Technician (Art)</b>
<b>Salary Scale</b>	<b>Scale D</b>
<b>Hours of Work</b>	<b>Part time – 22.5 hours per week / 3 days</b>
<b>Weeks Worked</b>	<b>Term Time + 1 week (39 weeks)</b>
<b>Responsible to</b>	<b>Assistant Principal</b>
<b>Location</b>	<b>East Point Academy</b>

### Main purpose of the role

- To provide technical support to teaching staff.
- Under the overall direction and control of the Curriculum Lead and in accordance with the procedure of the school work with teaching staff to support the teaching and learning in the department by ensuring the effective preparation, maintenance and storage of tools, materials, equipment, furniture and undertake learning activities with students and teachers.
- Undertakes activities in all areas of the faculty.

### Principal accountabilities and responsibilities

<b>Overview</b>	<ul style="list-style-type: none"> <li>• To tidy and clean work and storage areas as required by individual staff.</li> <li>• To assist individual teaching staff in the preparation of lessons.</li> <li>• To advise staff and students in the use of equipment and to assist students and staff in accessing the information.</li> <li>• To assist in lessons when required and on a regular basis.</li> <li>• To assist with the display of students' work.</li> <li>• Supervising students during erection and removal of exam exhibition and taking responsibility when staff are unavailable.</li> <li>• Identify / collect materials for display purposes.</li> <li>• Advising staff and students on the correct compound and materials in the department.</li> <li>• Oversight and organisation of storage of students' work.</li> </ul>
<b>Planning and Preparation</b>	<ul style="list-style-type: none"> <li>• To undertake preparations of materials for students' practical work including machinery, materials for projects and designs.</li> <li>• To enquire about tools and materials that are required, their availability, cost etc. and if authorised to purchase such items using the school's normal procedures.</li> <li>• To assist in the production of technical information that is to be used by staff and students.</li> <li>• To understand and be aware of all health and safety instructions on the use of the department's resources (e.g. material, equipment, etc.).</li> </ul>
<b>Stock, Maintenance and Storage</b>	<ul style="list-style-type: none"> <li>• To receive, check and store all equipment and materials reporting on stock levels and conditions as required.</li> <li>• Check and store all deliveries in an efficient and safe manner.</li> </ul>

	<ul style="list-style-type: none"> <li>• Link with local industry in order to obtain materials and equipment that might otherwise be thrown away and sort, standardise and store such materials</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• To oversee the general equipment safety check which is carried out annually and to upgrade or repair any items that this check indicates requires attention.</li> <li>• To oversee the permanent electrical installation check that is carried out every five years by an authorised contractor.</li> <li>• To inform Head of Department of any deficiencies in any equipment tested that would make it unrepairable or unsafe.</li> <li>• To inform Head of Department of any general Health and Safety or other risks within the department.</li> <li>• To attend regular training sessions to keep up-to-date with statutory requirements and any changes in work practice.</li> <li>• To make certain that all equipment in the department conforms to Health and Safety requirements by making checks on a daily, weekly and termly basis as necessary.</li> </ul>
<b>Administrative and other tasks</b>	<ul style="list-style-type: none"> <li>• Photocopying and duplicating.</li> <li>• Stock control, keeping records, ordering materials, sorting out invoices and receipts, inventory checks.</li> <li>• Supporting risk assessment and Health and Safety requirements.</li> <li>• To positively support and implement school policies, procedures and development plans.</li> <li>• To undertake any other duties or responsibilities within the scope of the post as determined by the Headteacher or Line Manager.</li> </ul>

### Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

### Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

### Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the

post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.**

Person Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum GCSE English and Maths (grade C or above) or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of DfE Teacher Assistant Induction Programme</li> <li>• Sound general education to A level or equivalent</li> <li>• GCSE Art or Art Related qualification</li> </ul>
<b>Experience, Skills, Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience and understanding of working with students of Secondary age (11-18 years)</li> <li>• Experience of working with students with additional needs</li> <li>• Understanding classroom roles and responsibilities and own position within these</li> <li>• ICT literate</li> <li>• Good Literacy Skills</li> <li>• Willing to participate in development and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Trained</li> <li>• Knowledge and understanding of how to use Adobe Photoshop and Illustrator</li> </ul>

	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Knowledge of technology – photocopier, DVD/Video, Computer</li> <li>• Good organisational skills</li> </ul>	
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**Signature .....**                      **Date .....**

**Name .....**