

ROLE PROFILE

#RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



www.rklt.co.uk/careers



*Red Kite Learning Trust is committed to supporting work-life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

Job Title:	Art, Photography and Design Technician	School:	Crawshaw Academy
Salary Grade:	B1	Working Hours:	37 hours, Monday - Friday
Contract Type:	Permanent	Location:	Leeds

Responsible to: Headteacher

Role summary: To support the delivery of the Design Department curriculum by meeting its practical and technical needs. Working under the direction of the Team Leader Technician and Faculty Programme Leader, the post holder will liaise closely with Art, Photography and Design Technology teaching staff to coordinate the preparation and use of resources, maintain equipment, and provide assistance during practical lessons. The role requires full compliance with school policies and procedures, with particular emphasis on Health & Safety and COSHH regulations.

Special conditions of service:

No smoking policy, including e-cigarettes/vaping.

Role specific responsibilities:

- Support practical lessons by assisting in classes, delivering demonstrations, and preparing resources and equipment
- Assemble, set up, and maintain apparatus for Art, Photography and DT activities
- Carry out routine and non-routine safety checks on Design Faculty equipment, maintaining accurate records
- Clean, maintain, and repair equipment in line with training requirements, including machinery in workshops
- Prepare and ensure the availability of materials and equipment, including clay, resistant materials, paper and card
- Maintain clean and tidy work areas throughout the day, with particular attention at the end of each day
- Provide practical subject advice and guidance to students, including demonstrations where required
- Order, monitor, and maintain stock levels, ensuring rooms are fully replenished
- Comply with all school policies and procedures, particularly faculty risk assessments
- Ensure the safe storage, handling, and disposal of materials in line with regulations such as COSHH
- Provide cover for absent staff in the department when required.
- Manage the display and storage of artwork
- Load and operate the kiln, including firing student work
- Support annual exhibitions and faculty events



- Undertake any additional duties as directed appropriate to the role
- Follow school policies relating to working with young people
- Adhere to child protection, health and safety, security, confidentiality, and data protection procedures, reporting concerns appropriately
- Contribute positively to the ethos, values, and aims of the school
- Identify personal strengths and areas of expertise to support and advise colleagues
- Attend and participate in meetings, training, and professional development activities
- Engage fully in the school's Performance Management process

All colleagues, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

RK People responsibilities:

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.

Our Trust Values

Collaboration
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.

Integrity
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.

Respect
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals

We champion learning
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.

We promote wellbeing
Ensuring the wellbeing of every child and member of staff in our Trust.

We invest in our people
Supporting every member of staff throughout their career to be the best that they can be.

We innovate with technology
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.

We are our Trust
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Capable and willing to work on own initiative with a flexible approach	*	
Good IT skills		*



Excellent organisation and time management skills	*	
Good numeracy and literacy skills	*	
Willingness to proactively take part in training. Take responsibility for and be keen to improve upon own professional development	*	
Practical skills in the use of wood and metal working equipment		*
Ability to work under pressure and to meet deadlines	*	
Effective written and oral communication skills	*	
Good organisational skills and high levels of self-motivation	*	
Good sense of humour & ability to maintain a sense of perspective in all working conditions	*	
Record of good attendance and punctuality	*	
Ability to demonstrate a commitment to equality of opportunity for all pupils	*	
Ability to contribute to wider school life	*	
Strong communication skills with the ability to liaise effectively with a wide range of stakeholders	*	
Empathise and interact with young people in an appropriate manner	*	
Qualifications, Knowledge and Experience	Essential	Desirable
GCSE (or equivalent) Maths and English at Level 2 (Grade C/4 or above)	*	
Practical experience of working with wood and metal machinery and materials	*	
Practical experience of working with CAD/CAM		*
Hold a design technology qualification		*
Relevant First Aid training		*
Previous work experience as a technician in a school or education environment		*
Solution focused with a strong customer service approach	*	
Flexibility to meet the best interests of the school	*	
Safeguarding and Promoting the Welfare of Pupils	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

