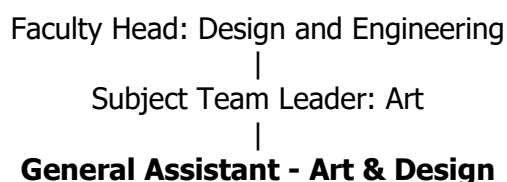


JOB PROFILE

TITLE:	General Assistant - Art & Design
POST HOLDER:	
SCHOOL:	Challney High School for Boys
RESPONSIBLE TO:	Subject Team Leader: Art
GRADE:	L2
PRO RATA BASIS:	37 hours per week, 38 weeks per annum
PURPOSE OF POST:	To provide practical assistance in the area of Art & Design.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1. Prepare all materials and equipment for practical sessions within the Art & Design department for all key stages.
2. Support teaching staff and students and contribute to demonstrations as required.
3. Contribute to the keeping of the classrooms, store rooms and equipment in a clean, safe, hygienic and tidy condition at all times.
4. Ensure that all portable equipment is put away securely at the end of the day, and ensure that other static equipment is switched off when not in use.
5. Prepare and display visual aids for teaching for both two and three dimensional class work.
6. Assist with storage and control of stock in accordance with Health and Safety guidance.
7. Be aware of and adhere to the School's and the Trust's policies and procedures on Health and Safety, attending any necessary training as determined by the management of the school.
8. Complete orders for the department and keep a note of stock levels.

DIMENSIONS:

Supervisory Management:	N/A
Financial Resources:	N/A
Physical Resources:	Art & Design equipment
Other:	Protective clothing might need to be worn as provided where necessary to comply with Health and Safety requirements.
Physical Effort:	May involve some physical effort.
Working Environment:	General classroom environment e.g. paints, inks, spray paints, electrical equipment.

Context:

All support staff are part of a whole Trust/school team. They are required to support the values and ethos of the Trust and Trust priorities as defined in the Trust/school Improvement Plan. This will mean focussing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

DBS

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended).

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Authority.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

'CVs will not be accepted for any posts based in Trusts'.

Person Specification: General Assistant - Art & Design

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience / knowledge / interest in Art	1,2	Some experience in a school design and technology department.	1,2
Skills / Abilities	Able to follow and work within procedures and guidelines. Able to deal helpfully with colleagues, parents, pupils and senior management. Able to check information and maintain accurate records.	1,2 1,2 1,2		
Equality Issues	Able to recognise some forms of discrimination, which commonly exist.	1,2		
Specialist Knowledge				
Education and Training				
Other Requirements	Willing to adjust at short notice the tasks and activities undertaken to meet the changing demands and priorities during work periods.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the Trusts policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.