

Job Description: Arts Technician

Reports to: Head of Performing Arts

Pay Scale: Band 1

Working hours: 22.5 Hours Per Week (0.6FTE), Term Time Only

Job Purpose:

To support the Arts Departments to develop the Visual Arts provision across the school. Using specific technical knowledge, the Arts Technician provides support to teaching staff within the Department to deliver their curricular responsibilities to students throughout the school, by providing effective and timely assistance as requested by department members.

To manage and monitor the facilities, resources, and displays within the Creative Arts department. Under the direction of the classroom teacher, to provide tutoring to groups of students to improve their technical skills and use of equipment.

Principal Responsibilities:

Supporting Learning:

- ✎ Provide targeted learning support to enhance learning and improve attainment.
- ✎ Provide specialist learning support to children requiring assistance, including creating resource packs for individual students who require additional support.
- ✎ Organise the learning environment and develop appropriate classroom resources as required.
- ✎ Demonstrate technical skills to individuals and small groups.
- ✎ Support students' independent learning out-of-hours work, e.g. Coursework assignments.
- ✎ Assisting students with the correct use of equipment.
- ✎ Providing individual and differentiated tasks / resource to identified students who require additional support in lessons.
- ✎ Is knowledgeable of the exam specifications within Art and Design

Supporting Teachers:

- ✎ Provide support in evaluating pupil progress and development.
- ✎ Support creative arts staff as required, particularly during the run-up to practical assessments.
- ✎ Contribute to the planning and preparation of learning activities.
- ✎ Contribute to the planning and development of work programmes for individual pupils and groups.
- ✎ Make copies of students' coursework within agreed timescales.
- ✎ Provide feedback on learning activities and contribute to school review and development planning.
- ✎ Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.

Supporting the School:

- ✎ Develop and maintain effective working relationships with other staff.
- ✎ Attend and actively participate in staff meetings.
- ✎ Managing displays around the school and updating with current events.

- ✗ Work with Faculties to ensure equipment is available, set up and operating for specific classes and is secured once the lesson has finished.
- ✗ Maintaining the integrity of the school's equipment, including but not limited to general maintenance, repairs, disposal.
- ✗ Ensure stocks of disposable items are always available.

General Accountabilities:

- Be responsible for one's own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Cluster, and its commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Person specification:

Skills and Knowledge	Essential	Desirable
<i>You will be great for this role if you have:</i>		
Demonstrable knowledge of visual art materials and equipment, including care and maintenance.	✓	✓
Strong administrative skills, for example managing stock/equipment.	✓	
Confident with digital file management systems and school IT systems (MS Office)	✓	
Ability to troubleshoot technical issues calmly and efficiently	✓	
Experience working in a school environment		✓
Qualifications		
<i>We welcome your application if you are:</i>		
Educated to GCSE level including Maths and English	✓	
Formal qualifications in applicable technologies		✓
H&S accreditation of workshop machinery, hand tools and electrical equipment.		✓
Ability to use CAD/CAM, ie. Adobe suite, sketchup, laser cutter, 3D printer		✓