



“One community. Many ideas. Everyone’s future”

Art/Design & Technology Technician - Job Description

Purpose of the job

To provide effective and efficient technical and administrative support within the Art/Design Technology Team

Reporting to

Head of Faculty

Main responsibilities

- To be responsible to the Head of Faculty (HOF) for Technology in co-ordinating the use, development and delivery of practical Technology resources and facilities, including the provision of guidance and support in meeting the practical requirements of the Technology curriculum; liaising with all areas of the Academy and outside organisations.
- To ensure and promote the maintenance of a healthy and safe working environment.
- To contribute to the art, design, development, and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
- To be responsible for monitoring systems used in the management and control of practical resources.
- Under the overall guidance of the HOF, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
- To provide technical support within the team to ensure there is the potential for exceptional high-quality teaching and learning in Technology.
- To provide administrative support within the faculty.
- To undertake such other duties as reasonably required by the Headteacher.

Safeguarding responsibilities

- Promote and safeguard the welfare of children and young people within the Trust.
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school by:
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to school environment;
 - having regard to the need to promote and safeguard students' wellbeing;
 - showing tolerance of and respect for the rights of others and promote a culture of inclusion;
 - not undermining fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
 - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

General responsibilities

- Have a proper and professional regard for the ethos, policies and practice of the academy.
- Have an understanding of, and always act within, the statutory frameworks which set out the relevant professional duties and responsibilities. This includes those relating to Health & Safety, security, confidentiality and data protection.

Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.

Person Specification

Professional Knowledge & Understanding	Essential	Desirable
The successful applicant will need to demonstrate knowledge and understanding of:		
An understanding of current legislation and national guidance relating to children and young people	✓	
Ability to communicate with all levels of staff in confident, calm and professional manner	✓	
Excellent numeracy and literacy	✓	
High organisational skills	✓	
Ability to achieve and maintain the respect of others while representing children's needs	✓	
Ability to manage workload and priorities	✓	
Experience of dealing with highly confidential information	✓	
Good records maintenance skills, including information Retrieval	✓	
Ability to handle sensitive & confidential information	✓	
Flexible and adaptable, and able to work using own initiative	✓	
Experience in photography, an understanding of cameras, how to take a good photo, and how to use postproduction programs for editing purposes.		✓
Experience of providing support in response to a crisis/critical incident		✓

Personal Qualities and Skills	Essential	Desirable
Ideally, we are looking for someone who:		
Person of integrity	✓	
Ability to maintain confidentiality	✓	
Ability to remain impartial	✓	
Is sympathetic to the needs of the school community	✓	
Have an openness to learning and change	✓	
Have a positive attitude to personal development and training	✓	
Have good interpersonal skills	✓	
Is a good role model for students	✓	
Has passion and believes that every student can succeed	✓	