

Job Description: Creative Arts Technician

Responsible to:	Creative Arts Faculty Lead
Job Type:	Permanent
Grade:	6
Hours per week:	32
Working weeks:	38 + 5 INSET Days
Location	¹ St John's CE Academy

Summary

The Creative Arts and Design Technician is responsible for the care, organisation, and maintenance of equipment, materials, and learning environments across the Creative Arts Faculty, including Art, Food, and Design.

The purpose of the role is to support high-quality teaching, learning, and practical work by ensuring resources are prepared, safe, and accessible, contributing to a productive and inspiring creative environment. The post holder will help ensure that the Academy's aims and objectives, as set out in the Academy Development Plan, are achieved.

The Technician will work across Art, Food, and Design subject areas and may be required to undertake appropriate tasks across the wider faculty as needed. We recognise the versatile and varied nature of this role, and appropriate training and support will be provided to enable the post holder to develop the necessary skills and confidence across all areas.

Principal Responsibilities

Under the direction/instruction of senior staff: provide general support to staff and pupils, including preparation, and routine maintenance of resources/equipment.

- Support pupils in accessing learning activities as directed by the teacher.
- Provide feedback to pupils in relation to progress and achievement
- Create and maintain a purposeful, orderly and productive working environment.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Maintain records as requested
- Ensure the health and safety and good behavior of pupils at all times.

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- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support
- Monitor and manage stock and supplies, cataloguing as required
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Undertake structured and agreed learning activities/teaching programmes

General Duties

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

Qualifications and Experience

Qualities	Essential/Desirable
Experience <ul style="list-style-type: none"> • General technical/resource support 	E
Qualifications & Training <ul style="list-style-type: none"> • Good numeracy/literacy skills • NVQ2 or equivalent qualification or experience in relevant discipline 	E

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<p>Knowledge & Skills</p> <ul style="list-style-type: none">• Effective use of ICT• Use of relevant equipment/resources• Knowledge of particular subject/technical area• Knowledge of relevant polices/codes of practice and awareness of relevant legislation• Ability to identify own training and development needs and co-operate with means to address these• Ability to relate well to children and adults• Relevant knowledge of first aid	<p>E</p>

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