



JOB DESCRIPTION

Job title: Art Technician

Team: Art Department

Reporting to: Head of Art

Contract: Permanent, term-time only

Grade: 4

Hours/week: 7 (Friday only 8am – 3pm)

Location: Based at Icknield Community College

Main purpose of the role

To play a key role in the preparation of resources for lessons and the organisation of materials.

SPECIFIC RESPONSIBILITIES

Support art teachers during lessons, ensuring appropriate health and safety standards are maintained and that positive student behaviour is promoted.

- Prepare and organise equipment, materials and resources for lessons as instructed.
- Provide clerical support such as photocopying, printing, and preparing displays.

Other Responsibilities

- Have regard for safeguarding pupils' well-being, in line with statutory provisions.
- Demonstrate professional conduct, reliability, and respect for school ethos and policies.

General Duties

This job description is illustrative and may vary without changing the character of the job or level of responsibility. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list is not exhaustive.

The post holder must remain flexible to meet the operational needs of the school, which may include undertaking duties of a similar nature and responsibility as required.

General responsibilities:

- Comply with, and support the development of, school and Acer Trust policies relating to safeguarding, health and safety, confidentiality, and data protection.
- Be aware of and support difference, ensuring equal opportunities for all students.
- Contribute to the ethos and aims of the school.
- Establish constructive relationships and communicate effectively with colleagues and external partners.

Safeguarding Children and Young People

Acer Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.