



Mossbourne
Federation

Art and Textiles Technician with Additional Responsibility

Job Description

Date last reviewed on:	05/03/2026
Date to be revised on:	



POSITION	Art and Textiles Technician with Additional Responsibility
SALARY	Spine Point 24 - £30,248.52 to Spine Point 30 - £35,549.79 [Actual Pay]
START DATE	1 st June 2026 or earlier if possible
HOURS	37.5 hours
FULL TIME EQUIVALENT	41 weeks
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Head of Learning Area Art and Technology
LOCATION	Mossbourne Victoria Park Academy
KEY WORKING RELATIONSHIPS	Teaching staff within Art, Textiles and Learning Area, Students, Senior Leadership Team

Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPSA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHLA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian, and other minority ethnic descent. Injustice, discrimination, and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

Mossbourne Victoria Park Academy (MVPA)

At Mossbourne Victoria Park Academy (MVPA), we continue to build on the Federation's ethos of exceptional education for all our students. With children at the heart of everything we do, MVPA continues to raise expectations and achievement in Hackney and its neighbouring boroughs, with the belief that all students can fulfil their true potential. Our students' progress at GCSE puts us in the top 10 schools nationally, and we believe there is more to do. Our staff deliver excellent lessons, and our students enjoy a vibrant enrichment programme and have access to debate, speech-making, and presentation training through our oratory specialism. Our excellent teaching staff work in a rewarding environment where everyone pulls together for the same thing - the best possible deal for our students.

If you want to be part of the team that is improving the life chances of our students, then read on.



The Expressive Arts and Technology Learning Area

The Expressive Arts and Technology Learning Area is a thriving and popular area of the academy. All students at the academy study Art, Textiles and Food Technology in Year 7 and 8. In Year 9, students follow a creative elective pathway, where they select two subjects from Drama, Music, Food, Textiles and Art to study in more depth prior to making their GCSE option choices.

The Learning Area is committed to and passionate about enriching our students' lives through the Expressive Arts. We really do believe in the joy Expressive Arts can bring and believe deeply in creating young, talented artists and food technicians. In terms of facilities, we have a fully equipped textiles room and Food Tech kitchen-classroom, as well as two Art rooms. We also have two excellent technicians that support the curriculum and our students.

Job Summary

You will be passionate about supporting the Art and Textiles departments in a variety of areas. Responsibilities will include stock control, maintaining equipment and assisting in the set-up, planning and delivery of the practical elements of lessons. The successful applicant will be well organised, personable, motivated, and willing to go the 'extra mile'.

Key Responsibilities & Accountabilities

- Promoting and being committed to the Academy's aims and objectives and to implement Academy policies
- Be responsible for the ordering and stock control of all expressive Arts materials and resources
- To ensure all equipment in Art and Textiles Design is in good working order and is ready to be used
- To monitor and maintain all materials and resources are full stocked
- To manage and potentially implement change in stock control procedures
- To maintain all stock rooms are maintained and all equipment is accessible to students and staff
- To work with the Head of Department and other staff members to ensure students receive an outstanding experience
- when studying the practical elements of Art and Textiles
- To monitor budgets for each department and report to the HoLA half-termly on spend
- To ensure classrooms are set up ready for teaching with teaching materials out and ready to be used
- To support staff in lesson preparations including photocopying and formatting booklets/materials
- To be pro-active in receiving set-up orders from staff to ensure lessons and transitions are smooth
- To provide practical support during lessons where required, assisting teachers and students with the use of materials and equipment
- To keep abreast of developments in Health and Safety.
- To support enrichment opportunities and support students within Art, Textiles, enrichment activities and trips
- To be flexible and prioritise tasks across the department and the across the two subjects
- To undertake duties as directed and in accordance with Academy expectations
- To support with Academy productions and other events
- To have a working knowledge of practical requirements in Fine Art and Textiles
- To support and maintain display work across the Academy
- To support with extra-curricular activities such as exhibitions, learning area concerts and Drama productions which may be outside the Academy's working day
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- To prepare and set up materials, tools and equipment for Art and Textiles lessons in advance, ensuring classrooms are ready for teaching



Other Responsibilities:

- To support colleagues across the Academy with the creation and maintenance of displays and the academy environment
- To support with the photography of academy events and trips
- To maintain an online archive of photographs taken during academy events and trips
- To support with the design, compilation, and curation of the Fortnightly Parent Bulletin
- To support with the design, compilation, and curation of the Termly Newsletter



Person Specification				
E Essential or D Desirable	Requirements	Assessment Criteria		
		App Form	Task	Interview
Experience				
E	Ability to reflect on your own working practice and adapt accordingly			X
E	Ability to work independently and as part of a team	X		X
E	Ability to develop and maintain positive relationships with teachers, support staff and students	X		X
E	Efficient organisation of resources and equipment	X		X
IT knowledge				
D	Advanced knowledge of the Microsoft Office Suite, specifically Word and Excel are an essential requirement of the role	X	X	
D	Ability to swiftly adapt to and utilise new/various systems/software, such as 2D design	X	X	
D	Capable of making effective and appropriate use of ICT in ordering, communication, and stock control	X		
Behavioural Competencies				
E	Excellent analytical and multi-dimensional communication skills	X	X	X
D	Strategic approach, ability to see the 'big picture' and think 'outside of the box'	X		X
D	The initiative to work independently with minimal supervision	X		X
E	Ability to meet ALL deadlines internally and externally, ensuring output consistently is of an exemplary standard	X	X	X
E	Must have the upmost integrity as well as high levels of motivation & commitment.			X
E	Proactive approach & efficient time management & prioritisation skills	X	X	X
E	Genuine interest & passion for the education of young people & the ability to contribute more widely to the life and community of the Federation	X		X
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	X	X	X
E	Support Mossbourne through your actions & attitude, adjusting performance and practice in accordance with Federation initiatives and directives.	X	X	X
E	Recognise your role as part of the success of Mossbourne.	X	X	X
E	Play an active role in the safeguarding of all students and adults.	X	X	X

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.

The document is not a comprehensive list; it simply outlines the expectations of this role.

This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.