



**HALL GREEN SCHOOL
JOB DESCRIPTION
POST: TECHNICIAN (ART & TEXTILES)**

Post Title	Technician (Art & Textiles)
Purpose	To assist in the preparation of materials for delivery of Art and Textile lessons and to support staff with displays around school.
Reporting to	Head of Department (Art)
Core tasks and responsibilities:	
Clay	<ul style="list-style-type: none"> • Weigh and cut clay into required amounts for each lesson as needed. • Mix coloured slips for decoration and painting on clay. • Maintain wet and dry clay trays used • Recycle and make good unused clay • Mix and fill glaze pots ready for lessons. • Prepare clay pieces for firing • Program and organise kiln firing and cooling • Safely store work • Maintain clay equipment • Test glazes and oxides by making test tiles and updating the list to explain what they are. Demonstrate glazes to students and explain the risks involved.
Painting	<ul style="list-style-type: none"> • Support teachers with cleaning palettes and maintaining brushes. • Ensure watercolour block paints are dried and stored to avoid damage and waste.
Printmaking	<ul style="list-style-type: none"> • Re-stretch screens as needed with mesh. • Prepare screens for use and maintain for re-use • Maintain lino-cutting tools. • Mix paste and printing inks as required
Textiles	<ul style="list-style-type: none"> • Maintain sewing machines • Provide technical support during practical lessons as directed by head of Department • Cut and prepare fabric. • Organize and maintain textiles equipment and stock cupboard.
General	<ul style="list-style-type: none"> • Prepare materials e.g. clay, paints, paper and cloth for practical lessons as directed by HoD. • Wash and maintain equipment and sink areas. • Arrange for towels and cloths to be washed as needed. • Tidy and maintain store cupboards and storage areas. • Order stock as directed by Head of Department and check deliveries carefully when they arrive. • Check the department budget regularly with the Finance Assistant. • Assist with photography and computer-based projects (where appropriate). • Support in lessons when required • Photocopy and scan work to support with the development and use of homework and cover booklets • Mount and display student work in the department and create displays about specific events and processes. • Maintain and repair aprons • Help to hang and organise the final exhibition

Whole School Work	<p>As agreed and directed by HoD:</p> <ul style="list-style-type: none"> • Support with displays around the school, liaising with subject staff to discuss ideas and timescales for each display. • Photograph students and events and edit photographs accordingly. • Attend inset and appropriate training sessions. • Edit logos and pictures for specific projects using Photoshop and Illustrator, save files as required for each project. • Film lessons and events around the school. Edit the films and save to disc or onto the shared area. • Where required, provide occasional support with whole-school duties, supervision and extracurricular activities, including during break, lunch or after-school periods, as directed by the Head of Department or Senior Leadership Team.
Generic responsibilities of all Hall Green School Staff	<ul style="list-style-type: none"> • To work consistently to uphold the school's mission statement. • To follow all school policies. • To work in a cooperative and polite manner with staff and all other Stakeholders. • To work with students in a courteous, positive, caring and responsible manner at all times. • To follow child protection measures and in so doing ensure that pupil safety and wellbeing is never compromised. • To take an active part in the school's commitment to the development of staff and the appraisal procedure. • To work with visitors to school in a way that upholds the school's reputation. • To seek to improve the quality of the service the school provides. • To present oneself in a professional way that is consistent with the values and expectations of the school. • To carry out, in good grace, any other duty deemed reasonable by the Headteacher. • The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. •
<p>The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.</p> <p>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	