

Job Description – Art & Design Technician

Job title	Art & Design Technician
Grade	Support Staff Scale Band C, pt 4 – 14. 18.5 hours a week, term time only (39 weeks per year)
Responsible to	Curriculum Lead for Art & Design
Responsible for	Technical assistance and expertise within the Art and DT department in order to contribute to a high-quality climate for learning.
Effective from	As soon as possible

<p>SUMMIT LEARNING TRUST Mission Statement Success through endeavour Ambition through challenge Strength through diversity</p>
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Role Purpose

- To raise standards of achievement for all our learners.
- To support school policies, routines and codes of conduct and to support the ethos of the school.
- To provide proactive support for teaching and learning in the classroom and workshops under the supervision of teaching colleagues.
- Ordering, preparation and laying out of materials for class practical work and demonstrations – in Art, Photography, Design and Technology, to support teaching and learning.
- To ensure safety standards are maintained within the classrooms and the workshops in accordance with current Health and Safety Legislation and any shortcomings reported
- To support external moderation setup during exam season.

Key Functions

- To provide proactive support for teaching and learning in the classroom and workshops under the supervision of teaching colleagues.
- Ordering, preparation and laying out of materials for class practical work and demonstrations – in Art, Design and Technology, to support teaching and learning.
- To ensure safety standards are maintained within the classrooms and the workshops in accordance with current Health and Safety Legislation and any shortcomings noticed.

Main Duties and Responsibilities

- Maintaining, inspecting and offering advice to colleagues and learners on correct use of all workshop equipment and materials.
- Clearing away practical and/or IT resources after lessons
- Maintenance of stock, materials and tools
- Preparing stock order, receiving deliveries, checking delivery notes
- Awareness of health and safety at all times, compliance with current COSHH regulations and relevant school policies.
- Maintaining in a safe and satisfactory condition all wood cutting machinery, brazing and soldering equipment, chemicals and other substances, taking out of service all dangerous equipment/substances and arranging for repair or disposal
- Working in accordance with approved procedures where hazards have been identified.
- Being aware of position of all mains services to the area including their isolation arrangements
- Assisting in preparation of materials and displays for Open Evenings / Days and other such events
- Advising cleaning and site teams of possible hazards in the area
- Assisting with filing and other administrative tasks as necessary
- Carry out risk assessments on any new practices or processes
- Work with learners to provide out of hours learning to support curriculum provision.
- Any other duties as deemed necessary by the Head of School or Senior Leadership Team.

General Duties

- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
- Work in accordance with all of the school's policies and procedures.

Safeguarding

- Lyndon School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible or come into contact with.

- Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the academy.

Notes

- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	

We are an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender reassignment, age, disability, religion or belief, sex, sexual orientation, marital status, pregnancy/maternity or race.

The Summit Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments will be subject to an enhanced DBS check, including a Children's barred list check. Online searches of shortlisted candidates will also be conducted.