

Job description

Job title:	Art Technician
Grade:	Grade: H6 Scale point range: Points 14-19 Salary range: £29,540 - £32,061 Pro rata for hours and weeks worked
Hours / weeks:	37 hours / week, 38 weeks + 5 INSET Days (39 Weeks)
Contract type:	Permanent
Reports to:	Curriculum Leader of Art

Job purpose

- To coordinate the provision of technical support to teaching staff in the Creative Arts Faculty, focusing on Art at the Academy.
- To contribute to the overall ethos, work and aims of the Academy.

Main responsibilities

Support to the classroom

- Provision of support services to the teaching staff in organising requirements for their work.
- Preparation of materials to exact specification from stock as directed and clearing away equipment. This entails the use of machines and equipment (e.g. printmaking and clay).
- Assistance to teaching staff with demonstration lessons and practicals.
- Oversight of specialised teaching areas, stores and / or preparation rooms & arrangements for maintenance and repair services to equipment and working surfaces.
- Assisting in the maintenance of safety standards in the departments.
- Assist in the development of lesson plans.
- Contribute to the planning, development and organisation of systems, procedures and policies.
- Preparing and recycling clay, fill fire and empty the kiln as required.

Support to students

- Provide support to students to achieve learning goals.
- Assist the teacher in monitoring learning activities and accurately record achievement / progress as directed.
- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers, particularly supporting GCSE and A-Level lessons.

Administration

- Maintenance of stock and breakage records, catalogues and user manuals.
- Ordering, receiving and accounting for new stock and equipment.

Resources

- Assist with the development of resources by making appropriate resources.
- Operation of audio-visual equipment & arrangement for appropriate maintenance and servicing.
- Prepare and make teaching aids as required working on your own initiative.

- Design and construction of resources.
- Source resources from the local recycling centre.

Health, safety & security

- Maintenance – familiarisation with competence in routine maintenance of machines and tools, including adjustment for wear and tear.
- Knowledge of art equipment, including risk assessments.
- Knowledge of clay work and using the kiln.

Additional duties specific to the post

- Invigilation, as and when required.
- Attending INSET sessions and meetings as necessary and appropriate.
- Organise and display students' work.
- Prepare rooms for the end-of-year open exhibition.
- Assist teaching staff and students to display their work.
- Photograph every piece of work for Years 11, 12, and 13.

Other

- To complete the required Safeguarding and Mental Health training.
- To participate in arrangements for further training and development to initiate new ideas.
- Any other activity needed by the Designated Safeguarding Lead or Child Protection Officer.
- To ensure a safe working environment is maintained at all times.
- To be aware of and comply with policies and procedures, relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection – reporting all concerns to the appropriate person.
- It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement. Alterations and further duties may be necessary and will be subject to consultation. The post holder is expected to accept any reasonable changes to his / her job description.
- The post holder is expected to be able to adapt his / her work to address the specific needs of the students.

The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Westfield Academy is committed to safeguarding and promoting the welfare of Children and Young people. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Person specification

Attributes	Essential <i>(or expected to train / qualify to that standard)</i>	Desirable
Qualifications & training	A good education to GCSE, level or equivalent (including English & Maths, A*-C or 4+)	High level education qualifications
Relevant experience	- A minimum of 12 months' successful experience of working in a school - Experience of managing face-to-face communication with young people	- Experience of working with challenging students - Experience of dealing with a range of outside agencies to support children and families
Knowledge, skills & abilities	Good communication skills, both group and one-to-one	- Experience of delivery to large groups - Understanding or training in the "Thrive Approach"
Personal qualities	- Good organisation skills - Commitment to promoting the Academy's Child Protection & Safeguarding Policy - To be able to work effectively as a member of a team - A sense of humour - Able to take initiative / seek advice as appropriate - To be self-motivated and able to work independently - Excellent interpersonal and communication skills - Ability to work under pressure and meet deadlines	