



JOB DESCRIPTION

JOB TITLE	Fine Art, Photography and Textiles Technician
DEPARTMENT	Art and Design Faculty
SECTION	Fine Art, Photography and Textiles
LINE MANAGER	Head of Textiles

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Two Satisfactory Employment references
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

To provide high-quality, proactive technical and practical support across Fine Art, Textiles and Photography, enabling safe, well-organised and ambitious teaching and learning. The postholder will prepare and maintain specialist materials, equipment and learning environments; support staff and pupils with practical processes; manage stock and resources; and respond flexibly to changing priorities across a busy secondary-school department. The role requires initiative, sound judgement, resilience and the ability to work independently while following instructions and contributing positively to the wider team.

KEY RESPONSIBILITIES:

- Prepare, organise and clear away materials, tools and equipment for Fine Art, Textiles and Photography lessons, practical examinations, coursework and co-curricular activities.
- Anticipate departmental needs, prioritise competing requests and respond calmly and effectively to last-minute changes or urgent practical requirements.
- Maintain classrooms, studios, preparation areas and stores to a high standard, ensuring resources are accessible, clearly organised and ready for teaching.

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- Support specialist Fine Art processes, including painting, drawing, printmaking, mixed media, sculpture/ceramics and preparation of materials; operate the kiln where trained and authorised.
- Support Textiles processes and equipment, including sewing machines, overlockers, irons/heat equipment, embroidery, printing, dyeing and construction techniques; troubleshoot routine equipment issues within competence.
- Support Photography, including preparing and maintaining cameras, lenses, tripods, lighting and studio equipment; assist with darkroom/analogue processes and photographic printing where used and appropriately trained.
- Carry out routine checks, cleaning and maintenance of specialist equipment; identify faults promptly and arrange servicing/repair in consultation with the Heads of Fine Art, Photography and Textiles.
- Maintain safe working practices, including appropriate storage, labelling and disposal of materials; contribute to risk assessments, COSHH records and departmental Health & Safety checks.
- Manage stock efficiently: monitor levels, maintain inventories, obtain quotations, place/receive orders as authorised, check deliveries and support effective use of the departmental budget.
- Provide practical technical assistance to teaching staff and, where appropriate and under teacher direction, support pupils in the safe and correct use of materials, tools and equipment.
- Prepare and support GCSE and A Level practical work, examinations and moderation requirements, including secure, careful storage and organisation of pupils' work.
- Assist with displays, exhibitions, Open Day, scholarship activities, fashion shows and other departmental or school events, including mounting, presentation and installation of work.
- Support the organisation, archiving and collection of pupil work and maintain effective storage systems for current and examination work.
- Work collaboratively with teachers and other technicians, communicating clearly about priorities and workload, while also working independently and using initiative within agreed procedures.
- Undertake relevant training and keep technical knowledge up to date; carry out other reasonable duties within the scope of the role as directed by the Heads of Fine Art, Photography and Textiles.

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.

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- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Human Resources Department as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

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If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

TERMS OF EMPLOYMENT

Category	Details
Contract Type	Full-time, permanent
Working Hours	Term time hours: 08:00 - 17:00, Monday – Friday, plus an additional 2 weeks to be worked during Forest School holidays, to include the final week of the summer holidays). School holidays: 08:30 – 15:30
Holiday Entitlement	Forest School holidays, excepting the additional 2 weeks worked during Forest School holidays as outlined above.
Additional Details	In addition, and as part of your contracted hours, you will be required to attend Open Day and all relevant staff InSET days.