**Art and Design Technician**

**Job Description and Person Specification**

Pay Scale: Kent Range 4 – 3 days 0.6 FTE

To start in September 2022

**Main Purpose** - To provide Technical support to the art department. To help ensure art lessons run smoothly and efficiently.

# **Main Functions**

* To support with teaching and learning within lessons.
* To deliver practical lessons in the teachers absence if needed
* To maintain art resources and keep a record of stocks.
* To order materials and equipment via normal school procedure, as required and authorised by the art teacher.
* To assist with reprographics and ICT administration.
* To prepare materials for art lessons, as requested by the art teacher, using the appropriate equipment.
* To ensure the art room is tidy and clean. To liaise with the caretaker or the cleaning supervisor if the standard of cleaning falls below an acceptable level.
* To ensure all equipment is stored securely after use.
* To ensure all students’ work and unused material is returned to the appropriate storage area.
* To maintain aprons and organise any laundry.
* To ensure each teaching area is locked and secure when not in use.
* To maintain a record of the department’s risk assessments.
* To report all health and safety hazards to the appropriate head of department
* To support the teacher with assessment of students and to track progress.
* To carry out other tasks reasonably requested by teachers, in accordance with the post holders skills and qualifications.
* To be available as a classroom TA when prioritising pupil needs across the school requires.
* To maintain a suppliers database
* To review the inventories of resources

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**Person Specification**

Knowledge and Experience

1.1 Some knowledge of health & safety legislation as it relates to the school

1.2 Art & Design based training would be highly beneficial.

1.3 Computer skills in Word, Excel.

1.4 To keep abreast of new techniques in identified specialist areas.

1.5 Knowledge and experience of at least two of the following areas: painting; print making; sculpture; drawing; textiles; ceramics.

# Skills and Abilities

2.1 Ability to prepare equipment and materials for lessons, as directed

2.2 Ability to work in an organised and methodical manner

2.3 Ability to prioritise and carry out tasks under supervision of the art teacher

2.4 Excellent communication skills and ability to build effective working relationships with staff and pupils.

2.5 Ability to establish positive relationships with pupils

2.6 Ability to work in a classroom environment

2.7 Ability to maintain accurate work records and inventories

2.8 Ability to work effectively as part of a team

# Personal Qualities

3.1 Will embrace the role, guidance and direction.

3.2 Ability to demonstrate commitment to equal opportunities

3.3 Willingness to participate in further training and developmental opportunities offered by the school, to further knowledge

3.4 Willingness to be flexible with working times as the timetable changes.

3.5 Willingness to make up example projects

3.6 Resilience to cope with lots of demands

3.7 Sense of humour

3.8 Reliable

3.9 Positive outlook when facing challenges