



BARTON COURT GRAMMAR SCHOOL

JOB DESCRIPTION

Name:

Job Description: **Art Technician**

Grade: KR5

Employed for: **Part time** Term time only + 2 SDD

Hours: 15hrs to be worked flexibly across the week

Professional Relationships:

Responsible To: Lead Teacher Art

Responsible For:

Accountabilities	Indicative Tasks/actions
<p>To provide technical support for the Art department teaching staff and to be responsible for the maintenance of departmental resources and accommodation.</p> <p>Flexibility is important with this role. It is anticipated that the 15hrs will be spread across the week. A minimum requirement of three days.</p>	<p>To carry out daily maintenance duties as specified by the Lead Teacher of Art.</p> <p>To maintain in good condition the equipment, materials, facilities and services in art classrooms.</p> <p>Carry out regular checks and maintenance of machines to ensure a safe environment for pupils.</p> <p>Assist and undertake an annual stock check and safety audit within the departments.</p> <p>To manage the ordering, stock control and storage of materials, pupil projects, artwork and equipment efficiently and in good order.</p> <p>To prepare materials, equipment and teaching environments for effective use in art lessons.</p> <p>To develop technical skills in order to support the practical tasks required by the curriculum.</p> <p>Develop expertise in order to use and support the use of camera equipment and digital based media.</p> <p>Support with practical tasks for specific groups as</p>

	<p>requested by staff from the art department. In particular A Level/IB and GCSE art groups.</p> <p>To provide technical assistance to students during lessons.</p> <p>To be available to support and assist students during various art clubs.</p> <p>To help clear away efficiently.</p> <p>To be responsible to the Lead Teacher for health and safety matters and the upkeep of the art accommodation.</p> <p>To assist with ICT administration (e.g. updating SharePoint, electronic mark books, etc) and provide support with all year groups. Document students work and provide digital sketchbooks for all to access. Support the learning with support for GCSE, A Level and IB students including printing and binding coursework folios</p> <p>To be responsible for art departmental displays and whole school displays around the school (as required). This will include the preparation and mounting of artwork for art presentations around the school and in the two art Studios.</p> <p>To support in the hanging of exhibitions, both internally and at external venues.</p> <p>To ensure the tidy and smart appearance of the art areas.</p> <p>Accompanying the teachers in the art department on trips outside the school in a supervisory capacity.</p>
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Safeguarding

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the School community. It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:

Policy and Procedure

- Act as a champion of the School's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role of teacher effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher/Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher the other.

Signed: Date.....