

Job Description

Job Title: Visual Arts Technician

Responsible To: Directly responsible to the Head of Art and Head of Textiles

Responsible For: No other members of staff

Hours: part time hours to be agreed, 39 weeks per year

Salary: LPT 4

Job Purpose:

- To support the effective delivery of a high-quality Visual Arts provision, maintaining excellent standards and practice.

Main Duties:

The principal accountabilities of the role are set out below but they are not intended to reflect an exhaustive list of duties.

- Prepare tools, equipment, materials and components for lessons as directed, planning the days ahead to ensure all required safety procedures are completed to time and to an appropriate standard.
- To adhere to established processes, standards of service delivery and safe use of equipment to support any department requirements.
- To maintain, clean and troubleshoot specialist equipment – such as sewing machines and print equipment.
- To report to the Head of Department any Health and Safety issues within the department and arrange for the appropriate action to be taken.
- To be responsible for all administrative tasks within the Faculty to include photocopying, laminating, filing and worksheet preparation etc.
- To support with the booking and administration of all educational visits within the Faculty using the Evolve system, liaising with the Educational Visits Co-ordinator and Finance Department accordingly.
- To assist with extra-curricular activities in support of the needs of the Faculty.
- To provide and maintain resources for each Scheme of Work and annual exam papers (in both an original and ICT format).
- To support with the organisation of exhibition displays, as well as maintaining quality displays throughout the department/school using work from all Key Stages.
- To monitor and manage stock levels and re-order materials in line with school policy.
- Develop good working relationships with colleagues and students to deliver a timely and efficient technician service.
- To invigilate both internal and external examinations as directed by the Assistant Headteacher and Head of Faculty.
- To provide in lesson support to teaching staff during practical lessons, as required. This may include targeted in-class support, small group work or on-to-one support for identified students.
- To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
- To uphold the values and behaviours of the school.
- To actively safeguard and promote the welfare of students.
- To adhere to and understand the school's Safeguarding and Child Protection policy and reporting procedures.
- To adhere to and understand the trust's GDPR policy.

May 2023

Person Specification

Selection Criteria	Assessment Method
Qualifications and Experience	
<p>Essential:</p> <ul style="list-style-type: none"> ▪ Basic numeracy and literacy skills ▪ Willingness to undertake professional/vocational study where appropriate ▪ Experience of maintaining written records and systems ▪ Experience in related field <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Experience of working in a school environment ▪ Knowledge of best practice and procedures for safeguarding children and young people 	<p>Application form Personal statement References Interview</p>
Professional Qualities	
<p>Essential:</p> <ul style="list-style-type: none"> ▪ Good listening skills and enthusiasm to learn ▪ Committed to the maintenance and development of good relationships with staff, students, parents, governors and the community ▪ Committed to inclusivity and equality ▪ Dedication and commitment to the role and the school ▪ Communicates with enthusiasm and warmth ▪ Confident, reliable and efficient 	<p>Personal statement References Interview</p>
Skills and Aptitudes	
<p>Essential:</p> <ul style="list-style-type: none"> ▪ Ability to operate basic and specialist equipment in the Visual Arts discipline e.g. Fine Art, Textiles, Graphics, Photography. For example: etching and the printing press, silkscreen printing; processing and screen management, photographic darkroom practice, familiarity with digital technology (computers/printers). Additional training will be provided. ▪ Ability to undertake manual handling and physically demanding work. ▪ Ability to provide an excellent customer service experience ▪ Accuracy and ability to follow instructions ▪ Able to manage own time effectively and to work effectively and flexibly as part of a team ▪ Accuracy and ability to prioritise and organise own workload ▪ Ability to understand and apply relevant safeguarding, health and safety, equality and diversity, and other multi-academy trust policies and procedures <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Demonstrate an understanding of safeguarding procedures, but training will be provided 	<p>Application form Personal statement References Interview</p>