

FRED LONGWORTH HIGH SCHOOL



JOB DESCRIPTION

Post Title:	Art and Design Technician
Purpose:	To provide technical support to the Art Department to enable the very best teaching and learning experiences for students both inside and outside of the classroom
Reporting To:	Head of Art
Working Time:	7 hours per week over 1 day (some evening work may be required)
Salary/Wage Grade:	Grade 3 (£9.79 to £10.81 per hour) pay award pending
Disclosure Level:	Enhanced
Scope:	<p>Information given on this job description is meant to provide both postholder and manager with an understanding and appreciation of the scope of the particular job and its role.</p> <p>It outlines main duties and responsibilities under broad headings only. It is not possible, nor desirable, to specify every item in detail. Specific responsibilities and duties may be varied in response to service needs, provided these fall within the broad scope of the post.</p>
MAIN DUTIES AND RESPONSIBILITIES	
Lead Role	
<ul style="list-style-type: none"> • Facilitate the provision of excellent lessons in art, through providing technical support in lesson, assisting learning and setting up resources prior to lessons • Liaise with teachers in preparation of resources and materials for the coming week and term • Work effectively across the Art department in all GCSE specifications to support teaching and learning • Film, photograph, catalogue and showcase student work • Support the public output of the department through exhibition set up for arts examinations, showcases and public performances • Catalogue and organise regular maintenance of resources and equipment in the department. Ensure that stock rooms across the department are organised effectively • Liaise with staff to order stock as required - Unpack and organise deliveries • Stock and upkeep of the Art shop, and assist with its opening at lunchtime or after school • Play a role in developing excellence in teaching and learning through supporting teachers with technical advice and support when creating learning experiences • Support after school clubs in the art department and oversee the use of equipment/rooms during these periods • Contribute to the development of learning environments working in conjunction with the site team & teaching staff • To ensure the Health & Safety of students at all times 	

Staff development	<ul style="list-style-type: none"> • To take part in the School's staff development programme by participating in arrangements for further training and professional development. • To continue professional development in the relevant areas including use of new technology. • To participate in the Staff Professional Review process. • To work as a member of a designated team and to contribute positively to effective working relations within the School.
Quality Assurance:	<ul style="list-style-type: none"> • To help to implement School quality procedures and to adhere to these. • To contribute to the process of monitoring and evaluation of administration in line with agreed School procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
Management Information and Administration:	<ul style="list-style-type: none"> • To develop and maintain recording systems, which enable the activities of the function, be monitored. • To provide relevant management information as and when required.
Communications:	<ul style="list-style-type: none"> • To maintain effective links throughout the School. • To communicate and consult with other staff and students. • To promote a positive service to both staff and students. • To communicate and co-operate with internal/external individuals and bodies as appropriate. • To follow agreed policies for communications within the School.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the development of effective relevant links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To be fully aware of the school Best Value Statement. • To contribute to the process of the ordering and allocation of equipment and materials. • To contribute with other staff to ensure a sharing and effective use of resources to the benefit of the School and its students. • To advise management of resource needs as and when appropriate.

Other Specific Duties

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All staff at Fred Longworth High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed to our Arts College aims and to play an active part in our initiative.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.

Date: May 2022



PERSON SPECIFICATION

JOB TITLE: **Art and Design Technician**

GRADE: **Grade 3**

	Essential	Desirable
Experience & Qualifications		
Level 3 qualification in an arts subject (BTEC, A-Level or equivalent)	<input type="checkbox"/>	
Degree level qualification in an arts subject		<input type="checkbox"/>
General health & safety qualification (CLEAPSS, COSHH)		<input type="checkbox"/>
Current first aid certificate		<input type="checkbox"/>
Experience of the repair and maintenance of technical equipment		<input type="checkbox"/>
Knowledge of setting up exhibitions for shows/events in an arts setting		<input type="checkbox"/>
Experience of working in a support role within art and design	<input type="checkbox"/>	
Working within a support role within a school/educational setting		<input type="checkbox"/>
Skills & Knowledge		
Effective ICT skills with experience of updating a webpage	<input type="checkbox"/>	
A knowledge of health & safety procedures concerning practical arts spaces	<input type="checkbox"/>	
Experience in digital photography/filming and the use of Adobe Photoshop/Premiere		<input type="checkbox"/>
Professional Skills		
Ability to understand the curriculum requirements across all arts subjects in order to provide hands-on support that is effective in supporting students	<input type="checkbox"/>	
Ability to work closely with students to provide guidance in improving their work	<input type="checkbox"/>	
Excellent organisation and time management skills, with the ability to multi-task and schedule the wide range of diverse aspects of the role	<input type="checkbox"/>	
Willing to participate in continuing professional development both as a participant and in developing the knowledge of our teaching staff	<input type="checkbox"/>	

Personal Qualities		
Excellent communication skills with an ability to communicate well with staff and students in order to create a positive working environment	☐	
Open to new ideas with the flexibility and adaptability to trial new approaches	☐	
Strong interpersonal skills	☐	
Able to commit to supporting evening events, shows & concerts which take place in the evening or at weekends as required	☐	
The ability to work flexibly in a role which will require a wide range of tasks on a daily basis	☐	