



West Park

'A caring school where we put pupils and their achievement first'

Job Description

Art Technician

PURPOSE OF JOB: Responsible, under the instruction of the Head of Art, to provide a technical service to the Art Department. This includes assisting, as appropriate, in practical work and supporting the department's teaching staff in the delivery of the art curriculum.

1. Key responsibilities & Tasks:

- a) To be responsible for the organisation and tidy storage of all Art and Design equipment supporting an effective learning environment for pupils.
- b) To be responsible for communicating effectively with Art staff in order that art rooms are properly equipped for lessons in a timely manner.
- c) To give technical support to staff and students as required.
- d) To prepare and maintain high-level and dynamic displays within the Art Department and, where suitable, throughout the school, including:
 - Art classrooms, corridor displays and exemplar materials
 - Exhibiting artwork (e.g. moderator visits, showcasing pupil work around school site, creative art showcases, options evenings, celebration and presentation evenings)
 - School special occasions such as school productions, competitions and various community events
- e) To be the responsible member of staff in a classroom for short periods of time where necessary.

2. Administration

- a) To provide general administrative support to the Art department e.g. photocopying, organising, filing, arranging for the printing of materials and being responsible for the safety and storage of work;
- b) To be responsible for efficiently monitoring, ordering and maintaining stock to ensure smooth running of lessons.
- c) To raise purchase orders and monitor budget, bringing any problems or concerns to the attention of the Head of Art.

3. Resources

- a) To be responsible for the preparation, setup and tidying of materials, tools, equipment and resources for use in Art classes and assessments in consultation with the Head of Department. This to include:
 - Basic equipment for general art lessons
 - Preparation and organisation of worksheets and support materials
 - Preparing for practical lessons such as; Painting, Print-making or clay work etc
 - Preparing boards, surfaces and other specialist media
- b) Constructing, developing and modifying equipment and apparatus, and participating in the selection of equipment for the department.
- c) General maintenance of all Art & Design equipment, including repairing or arranging for repairs, keeping records as directed. This to include:
 - Making daily, weekly or termly checks to ensure all equipment is in safe and sound working condition
 - Keeping an accurate inventory of equipment and hazardous materials
- d) Organisation, storage and disposal of equipment including chemicals, in accordance with Departmental policy and established guidelines.
- e) Supporting staff and pupils in the organization, photographing and presentation/mounting of artwork and supporting pupils with evidence of AO1-AO4 throughout our program of study.

4. Health & Safety

- a) To ensure that all aspects of the department's technical equipment, activities and storage are compliant with Health & Safety regulations, particularly COSHH regulations.
- b) To comply with school's health and safety policy at all times and to take responsibility for own and others Health and Safety, ensuring issues are raised or reported as required to senior management or Health and Safety representatives.

5. General Responsibilities

- To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To be fully aware and understand the duties and responsibilities pertaining to the Children's act 2004 in relation to child protection and safeguarding children and young people.
- To be aware of the principles of safeguarding as they apply to vulnerable adults.
- To be aware of and support difference and ensure equal opportunities for all.
- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
- To engage actively with the performance review process and take responsibility for own development.
- To undertake any other administrative duties in the school if directed and to comply with any reasonable request from the Head of Department or Senior Leadership Team to undertake work of a similar level. This may, occasionally mean helping with the supervision of exams.
- To comply with school's health and safety policy at all times and to take responsibility for own and others Health and Safety; ensuring issues are raised or reported as required to senior management or Health and Safety representatives.

PERSON SPECIFICATION

1. Qualifications.

Essential: Appropriate qualifications to undertake the duties of an art and design technician e.g. Art qualifications, HND, City and Guilds, or equivalent.

Desirable: GCSE English and Maths minimum grade.

2. Experience and Knowledge

- a) Awareness of and interest in current developments in Art and Design.
- b) An understanding of current Health and Safety regulations.
- c) Good ICT skills in respect of Art technologies, computer aided design e.g. Photoshop and/or other Adobe suite packages, and administrative programs e.g. Word, PowerPoint, Excel etc., preferable.
- d) Experience of having worked within a creative environment, preferably in an educational setting.

3. Competencies & Skills

- a) Excellent communication skills in speech and writing.
- b) Excellent organisational and administrative skills.
- c) Evidence of the ability to work under pressure and to meet tight deadlines.
- d) Excellent interpersonal and skills.
- e) The ability to work pro-actively within a team, working effectively with a range of styles and personalities.

4. Personal attributes

- a) Ability to develop constructive relationships and communicate with other agencies and professionals.
- b) Honesty, integrity and reliability.
- c) Confidence to work with students' creatively and assertiveness in dealing with staff and students.
- d) Willingness and ability to be adaptable and work flexibly, when required.
- e) An excellent record of attendance and punctuality.

Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work.