



Job Description

Job Title: Art Technician

Reporting to: Head of Department

Grade: 6

Overall purpose of the post:

To provide technical support to the Art department, by the preparation of tools, equipment and materials for lessons. Supporting lessons as required. Providing specialist support for vulnerable students. To undertake a practical health and safety role for the art department.

Main duties and responsibilities:

- To draw up and maintain an inventory of equipment for the Art department.
- To maintain Art department resources and keep a record of stocks.
- Routine tasks include ensuring a basic level of re-stocking and maintenance of materials and equipment to be done on a daily basis.
- To order materials and tools via normal school procedure, as required and authorised through web-requisitions.
- Support any students identified by the teaching staff who require additional support in lessons.
- To demonstrate methods and techniques to pupils during lessons, as requested by the appropriate member of staff and under their direction.
- To prepare materials for Art lessons, as requested by each member of department. This will include preparing clay for use in ceramics lessons. Setting up lessons.
- Printing, scanning, photocopying and laminating and mounting pupil's work and lesson resources.
- To carry out daily tasks as directed by art teachers.
- Thorough maintenance, especially of large paper drawers and sink areas, on a weekly rota.
- To ensure each teaching room is tidy and clean, including the cleaning of sinks, draining boards and the tidying of bookshelves. To liaise with the Premises staff or the Cleaning Supervisor if the standard of cleaning falls below an acceptable level.
- To ensure all tools and equipment are stored securely after use.
- To ensure all pupils' work and unused material is returned to the appropriate storage area.
- To assist in preparing classroom and corridor displays.
- To arrange for the regular safety inspections of all machinery and equipment.
- To complete paperwork, research and telephone bookings necessary for arranging Gallery Visits and Trips. Assist in completion of Risk Assessments.
- To ensure the Art rooms are kept secure, clean, tidy and free from all hazards.
- To ensure each teaching area is locked and secure when not in use.
- To maintain a record of each department's risk assessments.
- To hold relevant First Aid qualification and attend first aid incidents as necessary.
- To carry out daily visual checks of art resources, before being used by students.

- To ensure departmental first aid boxes are kept up-to-date and stocked.
- Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the school.
- Demonstrating an active commitment to their own professional development.
- Undertaking any duties, consistent with this position, which might, from time-to-time, be assigned by the Principal.
- Any other duties, relevant to this post, which may be required.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members and any other visitors to the Academy.