

JOB DESCRIPTION

POST:	ART & DT TECHNICIAN
SALARY:	£17,698 Per Annum (NJC Point 6, £25,989 Full Time Equivalent))
CONTRACTED HOURS:	29 HOURS PER WEEK, TERM TIME ONLY, 4 DAYS, 8.00 am – 4.15 pm
REPORT TO:	HEAD OF ART & DESIGN TECHNOLOGY

Principle responsibility:

To coordinate and manage the use of equipment/resources within the DT/Art Department. To provide technical support, assistance and advice to teaching staff and students in the use of design technology/art equipment.

Job Description:

1. To provide technical support for the Art & Design Technology Department including the preparation of some technical teaching aids, information and materials, and the setting up of demonstrations.
2. To be responsible for routinely maintaining any tools, equipment, stock or hardware to be used by teaching staff or students.
3. To liaise with the Assistant Business Manager, as required, over the repair of design technology/textiles equipment.
4. Constructional work including making some ancillary equipment for teaching aids within Art and DT including the repair of equipment, where appropriate.
5. To support the physical demonstration of the operation of equipment to members of staff where this requires the application of acquired skills.
6. To support and advise supply teachers, demonstrating practical tasks where appropriate.
7. To assist students during practical work with the preparation of equipment and materials where appropriate or required.
8. To undertake general administrative duties for teaching staff, eg. completing requisitions, researching resources and equipment to keep up to date with new technologies and sourcing and collecting surplus materials from outside to use as DT/Art resource.
9. To be responsible for maintaining an accurate inventory of Design Technology/Art equipment within the Department.
10. To ensure operation of equipment within the Health & Safety guidelines including COSHH assessments and codes including maintenance and storage of equipment in accordance with agreed practices.
11. To support the preparation and setting up of the GCSE and A Level Exhibition.
12. To undertake training, as appropriate in order to develop skills.
13. To act as a Role Model for students by demonstrating a professional approach both in the classroom and around the school.
14. To produce creative displays for curriculum and non-curriculum areas, including the foyers and corridors around the school through the use of students' work.
15. To participate in departmental and other school meetings as required.
16. To undertake any other relevant duties as required by the Headteacher.

Support for The School:

1. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
2. To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
3. To establish constructive relationships, to support the achievement and progress of students.
4. To contribute to the overall ethos/work/aims of the school.

These responsibilities may be changed in the light of future developments but only after consultation with the post holder.

This post is subject to the satisfactory completion of a six-month probationary period