

# Art & Design Technology Technician Job Description

<b>Post</b>	<b>Art and Design Technology Technician</b>
<b>Grade</b>	Scale Tech 3
<b>Responsible to</b>	Curriculum Leader Art, Design and Technology
<b>Responsible for</b>	Support across the Art & DT Curriculum area and assist Teaching Staff to raise standards of achievement.
<b>Working hours</b>	35 hours per week
<b>Working Weeks</b>	41 weeks per annum, TTO + 3 weeks

Everyone at Plumstead Manor works to fulfil our **School Plan**. All support staff contracts are subject to the terms and conditions as set out in the latest **NJC Pay and Conditions (Green Book)**

**Purpose:**

1. Contribute to the development and provision of the highest quality of education at Plumstead Manor School.
2. To be responsible for the day to day provision of technical support for the Art and Design and Technology Departments.
3. Promote a positive ethos across the school based on the school vision and the motto 'success and harmony'.

Members of our support staff are expected to:

- Uphold the school vision and plan.
- Demonstrate their commitment to equality and justice, success and harmony.
- Actively support and support the highest standards and expectations for students across the school.
- Work collaboratively with other colleagues to ensure to realise the school vision and to meet the needs of individual students.
- Support the school's stance on equality and the provision of excellence for all our students in a successful and harmonious community.

### **Raising Aspirations, Securing Success**

1. Provide a technician service to meet the needs of teaching staff within Art & DT to ensure the highest quality of learning across the curriculum area.
2. Contribute to the maintenance of equipment, tools, components and accessories and report faults to the Curriculum Leader.
3. To order materials and equipment and to operate a system of stock control, ensuring that stock levels are maintained.
4. To prepare a range of materials for teaching purposes in the curriculum area, eg. Paper, pencils, wood, metal, plastic, food or textiles and other materials needed.
5. To prepare, set up and check machinery, equipment and apparatus required for teaching purposes including cover work as necessary.
6. Assist in the general maintenance of facilities including general tidiness in each of the classrooms and effective storage of resources and equipment.
7. To ensure that equipment, tools and resource materials required by teaching staff are set up and to maintain appropriate records.
8. To provide technical advice and assistance to teaching staff and pupils within the curriculum area, including support for learning in lessons.

### **Challenge and Creativity**

9. To be aware of, and to exploit, the uses of new technology within the technician service and to input data to the computerised systems in accordance with agreed procedures and interrogate and update those systems when necessary.
10. To develop, construct and advise on the development and construction of three dimensional teaching aids, using jigs, fixtures and storage facilities, from verbal instruction, sketches or drawings.
11. To organize the storage of equipment, resources and materials, including dark room chemicals in accordance with current procedures.
12. In consultation with teaching staff, identify equipment needs and participate in the selection of new items of equipment and advise on selection and needs.
13. To work as part of a team to meet the technical requirements of school/public examinations/assessments including the preparation of materials and the construction of specialist items within Art and DT.
14. Support the development of high quality and memorable learning experiences that blend a multimedia approach with the rigour of a range of disciplines in the visual and digital arts.
15. Work with the Deputy and Curriculum Leaders for Art, Design and Technology to assist in the development of the departmental practice and infrastructure.

### **Cultivating Harmony and Respect**

16. Participate in the maintenance of satisfactory standards of safety and security in regard to the technician service and in discharging the duties of the post to have due regard to the provisions of Health and Safety at Work legislation.
17. To carry out training on current specific Health and Safety standards, be aware of COSHH regulations, to undergo First Aid Training and to carry out First Aid duties across the school.
18. To understand and follow the rules and regulations surrounding the disposal of waste laboratory materials including chemicals and biological waste in accordance with current health and safety guidelines.
19. In dealing with members of the school community, to be mindful of confidentiality and the school's Equal Opportunities policy.
20. Promote and celebrate diversity and culture, students from all backgrounds and of all abilities in the duties of this post.
21. Manage school finances and resources properly, including asset management.
22. Ensure the guidance of the Children Act are fulfilled including any supplementary Safeguarding and Child Protection guidance in line with school policies and procedures, including the PREVENT duty.
23. Complete any additional responsibilities commensurate with the level of this job description, as required by the Head Teacher.

# Art & Design Technology Technician Person Specification

<b>Post</b>	<b>Art and Design Technology Technician</b>
<b>Grade</b>	Scale Tech 3
<b>Responsible to</b>	Curriculum Leader Art, Design and Technology
<b>Responsible for</b>	Support across the Art Department and assist Teaching Staff to raise standards of achievement.
<b>Working hours</b>	35 hours per week
<b>Working Weeks</b>	41 weeks per annum, TTO + 3 weeks

## Selection Criteria

<b>Qualifications and Experience</b>	<p>Candidates must demonstrate that they have:</p> <ul style="list-style-type: none"> <li>• Relevant qualifications in Art and Design (GCSE/A Level) or equivalent qualifications in an appropriate subject.</li> <li>• Broad based technical knowledge and skills in Art, Design and Photography.</li> <li>• Proven ability to communicate effectively both orally and in writing and to establish professional relationships with all members of the school community and external agencies.</li> <li>• Experience in a school or educational environment desirable.</li> <li>• First Aid qualification or willingness to undertake training.</li> </ul>
<b>Personal, Professional Qualities and Attributes</b>	<p>Candidates should demonstrate that they</p> <ul style="list-style-type: none"> <li>• Can support the school in fulfilling the School Vision and Plan.</li> <li>• Have the ability to work in partnership and collaboratively with other members of a team.</li> <li>• Can communicate clearly and precisely with staff, pupils and all members of the school community.</li> <li>• Knowledge and experience of creating web-based content and operating online and social media campaigns.</li> <li>• Seek and act on feedback from others.</li> <li>• Have resilience and tenacity, combined with a high level of integrity.</li> <li>• Have an understanding of and commitment to the Authority's Equal Opportunities Policy and ability and willingness to promote equality of opportunity through the duties of the post.</li> <li>• Have the ability to understand what needs to be done, do it right and on time.</li> </ul>
<b>Professional Knowledge and Understanding</b>	<p>Candidates should demonstrate that they have</p> <ul style="list-style-type: none"> <li>• Knowledge of, or willingness and ability to learn developments in Art Technicians service and to contribute to curriculum developments.</li> <li>• Knowledge of Health and Safety Legislation.</li> <li>• A First Aid qualification or willingness to undertake training.</li> <li>• An understanding of commitment to the Authority's Equal Opportunities Policy and ability and willingness to promote equality of opportunity through the duties of the post.</li> </ul>