



Altwood

Church of England School

Art and Design Technology Technician

Person Specification:

	Essential	Desirable	How to be tested
Qualification criteria: 1. A good general standard of education. 2. Basic ICT /Email and clerical skills /qualifications. 3. Relevant Art related qualification(s) 4. Basic Health & Safety certificate- this will be provided	✓ ✓ ✓	✓	Application form & evidence
Experience: 5. Experience of working with young people? 6. Experience of working within a Secondary School		✓ ✓	Application form & interview
Skills and Abilities: 7. Excellent communication skills, both spoken and written. 8. Good literacy and numeracy skills. 9. High level of organisation. 10. Ability to research resources needed for the department areas being supported. 11. A proactive team player. 12. Working knowledge of the Curriculum.	✓ ✓ ✓ ✓ ✓	✓	Interview
Personal Qualities: 13. Able to inspire and motivate young people. 14. Ability to communicate with students and to support their learning. 15. Friendly. 16. Hard-working and enthusiastic. 17. High expectations of self and students. 18. Reliable, punctual and responsible. 19. Puts a high value on treating others with respect and courtesy. 20. Committed to inclusion. 21. A passion for Art and practical work.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Interview
Other: 22. This post is subject to an enhanced DBS disclosure. 23. Must be committed to safeguarding the welfare of children.	✓ ✓		Interview



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Job Description:

Line Manager:	Head of Art and Design.
Posts directly supervised:	None
Main Purpose of Role:	To provide technical support services to both the Art department and the Design Technology department, including the preparation of materials, setting up of equipment for class practical sessions and maintaining equipment for use.
Conditions of Service:	Reference should be made to the TDA publication National Occupational Standards for Support Staff.
Grade and Salary	Actual Salary: Scale 3 Point 5 - 6 £20,626 - £20,953 Term time only plus 1 inset in September

Main duties:

Organisation:

- Organise the preparation and construction of materials and equipment for use in lessons.
- Work as support to teachers in lessons as appropriate.
- Undertake structured and agreed learning activities / teaching programmes.
- Organise the use of display space within the department and throughout the School as directed by the head of department.
- To carry out daily maintenance duties as specified by HOD. – including sinks, organization of resources areas and cupboards.
- To maintain equipment and facilities in the Art department following health and safety procedures.
- To be responsible for keeping all teaching resources organised.
- To organise and facilitate the secure keeping of student exam and coursework in Art and facilitate the returning of student work.
- To assist teachers in organising student work, ensuring presentation and safe keeping of work is maintained.
- Keep all classrooms organised and free from hazards
- To provide technical assistance to pupils during lessons and private study sessions.
- To assist with reprographics and ICT administration in Art.
- To be responsible for Art and D&T displays and the preparation, mounting and installation of artwork around the school as directed by HOD.
- Working with the Design and Technology technician.
- To liaise with cleaners and site maintenance staff regarding maintenance and health and safety.

Administration:

- Keep a check on departmental stock levels, working with design and technology technician and supporting the HOD to administer the ordering, and distribution of stock.
- Carry out routine administrative tasks for the HOD e.g. photocopying, filing, collecting post, running errands, typing etc.

- To check incoming deliveries, to unpack and distribute as necessary.
- To review the inventory of resources.
- Assist in organising trips
- Assist in the annual ADT exhibition.
- Work as part of a team within the Art, Design and Technology Department assisting each other as and when required

Resources:

- Ability to use and to maintain or learn how to maintain sewing machines.

Safeguarding:

- Promote and safeguard the welfare of children and young people in accordance with school policies and statutory guidance.
- Report concerns promptly in line with safeguarding procedures.

Other:

- To attend staff briefings, and meetings as appropriate.
- To participate in INSET (Professional Development Days) as required.
- To participate in Staff Appraisals and absence management meetings in line with school policy

Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date: