



Altwood
Church of England School

**Technician
Art and Design Technology**

Person Specification:

| | Essential | Desirable | How to be tested |
|---|--|------------------|---|
| <p>Qualification criteria:</p> <ol style="list-style-type: none"> 1. A good general standard of education. 2. Basic ICT /Email and clerical skills /qualifications. 3. First Aid qualification or willing to undertake First Aid training. 4. Relevant related qualification(s) 5. Basic Health & Safety certificate | <p>√ √ √</p> | <p>√ √</p> | <p>Application form & evidence</p> |
| <p>Experience:</p> <ol style="list-style-type: none"> 6. Experience of providing technician support to a department or group. 7. Experience of working within a Secondary School | | <p>√ √</p> | <p>Application form & interview</p> |
| <p>Skills and Abilities:</p> <ol style="list-style-type: none"> 8. Excellent communication skills, both spoken and written. 9. Good literacy and numeracy skills. 10. High level of organisation. 11. Ability to research resources needed for the department areas being supported. 12. A proactive team player. 13. Working knowledge of the Curriculum. | <p>√ √ √ √ √</p> | <p>√</p> | <p>Interview</p> |
| <p>Personal Qualities:</p> <ol style="list-style-type: none"> 14. Able to inspire and motivate young people. 15. Ability to communicate with students and to support their learning. 16. Friendly. 17. Hard-working and enthusiastic. 18. High expectations of self and students. 19. Reliable, punctual and responsible. 20. Puts a high value on treating others with respect and courtesy. 21. Committed to inclusion. 22. A passion for Art and practical work. | <p>√ √ √ √ √ √ √ √ √</p> | | <p>Interview</p> |
| <p>Other:</p> <ol style="list-style-type: none"> 23. This post is subject to an enhanced DBS disclosure. 24. Must be committed to safeguarding the welfare of children. | <p>√ √</p> | | <p>Interview</p> |



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Technician Art and Design Technology

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 £7,591 - £7,743 Term time only |

Generic Whole School Accountabilities

Achievement and Progress :

- Ensure all students, including those with SEND, make at least good progress across all of the key stages by supporting students in accessing learning activities by providing accurate and relevant information to the teaching staff, the Leadership Team and the Governing Body.
- Ensure variations between the progress made by different groups of students or any areas of underachievement including the variation of groups of students is addressed and the achievement gap is narrowed significantly by providing staff with information they require to both challenge and support the leaders of the school.

Teaching and Learning:

- Promote consistently high expectations of all students and apply whole school policies.
- Promote and generate high levels of enthusiasm for, participation in and commitment to learning amongst all students.

Behaviour and Safety:

- Develop and promote effective partnerships with Governors, parents, carers, other staff and students so they are highly positive about the school.
- Ensure student behaviour is managed by applying a systematic, consistent approach to behaviour management, in line with whole school policy.
- Take active steps to eradicate all forms of bullying under the guidance of teaching staff.
- Be aware of what constitutes an unsafe situation and know how to keep themselves and others safe.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Perform duties in line with Health & Safety rules.

Leadership and Management:

- Demonstrate an uncompromising and highly effective drive to improve achievement, or sustain the highest level of achievement, for all students, over a sustained period of time by providing administrative support.
- Lead by example and demonstrate passion and ambition for the school.
- Show resilience and an ability to prioritise and delegate administrative tasks.
- Employ highly effective strategies to improve achievement and progress by: seeking out and modeling best practice, being open to coaching, dialogue, mentoring and support.
- Seek regular feedback through line management and be positive and active in team meetings to allow for effective communication and dissemination.
- Take part in staff appraisal and absence management meetings.
- Work effectively and positively and with confidentiality with the governing body, the leadership team and all other staff.
- Meet the statutory requirements for safeguarding.

Main Role Accountabilities

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.
- Provide advice and guidance to staff, students, parents / carers.
- To carry out daily maintenance duties as specified by HOD including emptying and cleaning the dust extraction filters as required by the manufacturer.
- To maintain equipment and facilities in the Technology department.
- To be responsible for keeping all teaching resources organised.
- To organise and facilitate the secure keeping of student exam and coursework in Art and D&T 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 and D&T.
- To be responsible for Art and D&T displays and the preparation, mounting and installation of artwork around the school as directed by HOD.
- To liaise with cleaners and site maintenance staff regarding Art and Technology issues.

ADMINISTRATION

- Keep a check on departmental stock levels 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

- Operate relevant equipment including the laser cutter, 3D printer and ICT packages (e.g. MS Office, SIMS, internet, intranet, E-mail etc).
- Maintain and repair the materials/equipment used by the department and report other damages/needs.
- Construct items within the department to improve effective use of space and/or delivery of the curriculum.
- Maintain tidy and organised work spaces and storage areas.
- Check materials/equipment and ensure health and safety guidelines are adhered to.

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: