



Job Description

General Information

Job Title: Technician – Art, Design and Technology

JD Code: JDE11

Reports to: Leader of Design Technology & Art

HR Ref: 005

Salary: NJC Grade 3

Typical Contract Basis: Term Time Only / Term Time Plus , Full Time (37 hours)

Line Management:

The post holder will be accountable to the Head of Art, Design and Technology for all initiatives related to this post.

Job Purpose:

- To be responsible for providing the necessary and safe resources for the classroom for groups of students in art, design and technology at all key stages.

Responsibilities:

Support for the student

- Provide opportunities for students to work in their preferred learning styles
- Successfully communicate concepts and ideas to colleagues and students of all ages and abilities
- Create an environment where a variety of learning experiences appealing to students' different learning styles can be delivered
- Demonstrate for learners the safe use of particular items of equipment in Art and DT lessons
- Provide a repair service for students who have damaged their work before taking it home

Support for the teacher

- Work collaboratively with subject colleagues to improve the quality of lesson resources
- Respond to the requests for materials and tools
- Interpret appropriate data and other information about stock and resources and the need within the department
- Ensure the continuous free running of any printers/copiers in the Art and DT area



- Complete requests for duplicating and photocopying
- Advise teaching staff on safety matters or potential problems with equipment

Support for the curriculum

Under the guidance of the teacher:

- The maintenance of all tools and equipment within the department to ensure a safe working environment at all times
- Assist the teacher during practical lessons by allocating resources, materials and equipment, assisting with practical work.
- The ordering, storage and monitoring of all supplies of materials and components needed to run all schemes of work
- Making effective use of ICT to provide systems for the Subject Leader to monitor the budget of the departments capitation
- Order any specialised equipment or materials at the request of the subject leader
- The management of all order invoices
- Keeping track of department spending
- Provide resources urgently for use in lessons
- The testing of all electrical appliances for the department
- The collation and collection of materials for class use

Support for the school

- Adopt the whole school behaviour for learning framework to enable all students and staff to work productively
- Work as part of a wider team of staff to enhance learning resources and plan collaboratively
- Be aware of and support difference and ensure all students have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background
- The cleaning of Art, Design and Technology equipment
- Attend and participate in meetings as required
- The management of first aid resources in the department
- Undertake personal development through training and other learning activities including performance management as required
- Maintain an orderly, graffiti and litter free classroom learning environment which inspires students to want to learn

This is not a comprehensive list of all tasks which may be required by the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Personal Competencies:

The post holder should have the ability to:

- vocalise the school's vision and aspiration to be a World class school
- be a strong, positive advocate for change
- have excellent attendance
- understand the importance of high expectations across the school and follow all school policies
- support students and members of staff in striving for success
- be flexible and adaptable to any change in circumstances in order to maintain high outcomes
- be positive at all times
- have excellent communication, ICT and organisational skills
- be a role model and act as an ambassador for the Wade Deacon Trust in and outside of the school by speaking positively about the school in the community; upholding a 'Commitment to Excellence' at all times; by dressing appropriately and smartly in a suit or smart skirt / dress / trousers and jacket.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

PERSON SPECIFICATION – TECHNICIAN - ART, DESIGN & TECHNOLOGY

CRITERIA	ESSENTIAL	DESIRABLE
A. Education and training	<ul style="list-style-type: none"> GCSE qualification or equivalent in Maths/numeracy and English/literacy Evidence of Continuous Professional Development 	<ul style="list-style-type: none"> Experience of working in a school environment Training/experience in the use of equipment such as a circular table saw, pillar drill and bandsaw.
B. Skills and abilities	<ul style="list-style-type: none"> The ability to maintain stock records and maintain inventory systems The ability to prepare demonstration materials and equipment for lessons The ability to prepare display materials and equipment as well as removing display items around the Academy ICT skills in the use of Microsoft office Planning and organisational skills 	
C. Knowledge & Experience	<ul style="list-style-type: none"> Awareness and understanding of current Health & Safety, COSHH and ESCC regulations 	<ul style="list-style-type: none"> Knowledge of safe working practices in relation to the handling of food, usage of hazardous equipment and tools, chemicals, flammables and specialised solutions Awareness and basic understanding of school curriculum
D. Personal qualities	<p>Evidence of:</p> <ul style="list-style-type: none"> The ability to relate to and motivate staff, parents and students The ability to listen to and understand others Constant and consistent expectations of high standards The ability to relate well to children and adults 	
E. Approach to work	<p>Evidence of:</p> <ul style="list-style-type: none"> High motivation and professional commitment A commitment to and understanding of equality of opportunity. 	