



## **Job Description Art Technician**

### **Team Purpose**

The Art Technician, in partnership with the Art department is part of a team who are responsible for the operational management of Art and its personnel functions of the school. The Art technician will assist the school in the delivery of the Vision for St. Paul's and the Code of Conduct. The Art technician will play an active and central role within the Art department assisting staff to deliver lessons, through gathering resources and supporting in classrooms.

### **Catholic Purpose**

The Art technician must understand the nature and purpose of Catholic education and know that his or her first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. S/he must ensure that this Catholic identity is reflected in every aspect of the Art department. This duty provides the context for the proper discharge of all other duties and responsibilities.

- Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
- Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
- Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.

### **Main Responsibility**

The Art technician's role is to help teaching staff by preparing and maintaining materials, tools and gathering resources, to ensure the department runs smoothly. Tasks are varied and will involve contact with a wide range of students and staff. The department is extremely well resourced and consists of a comprehensive range of specialist tools, from printmaking to digital manipulation and photography equipment.

#### Assistance:

- Assisting teachers within classrooms, distributing equipment, assisting with technical help and providing general support to pupils.
- Monitoring use of cameras and laptops/booking in and out of specialist equipment.
- Displays in Art, Design and Photography. Frequent update of boards across the school, including sixth form areas, open evenings and exhibitions.
- Assisting students by helping them to use the equipment safely and correctly.
- Aiding in organisation of department trips and attendance on trips to support.
- Helping with organising work for moderations

- Laying out cover work/directing cover staff

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Administration work:

- Organise, monitor and order stock.
- Checking delivery notes against invoices and getting these signed by HoD.
- Monitor budgets against school finance plan.
- Photocopying and preparing equipment, materials and resources as required for projects.
- Labelling, laminating and preparing resources.
- Ideally First Aid trained but this can be offered.

**General:**

- To work as an effective member of a team and to promote team work at all times
- Observe good working practices and current health and safety regulations
- Exercise flexibility in working hours / days in carrying out your own duties
- Observe and adhere to all Policies, Procedures and Regulations
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St Paul's Catholic School provided that they are consistent with the nature of the post
- Be committed to and attend relevant continuous professional development
- Undertake any reasonable instruction given by your mentor or Leadership Group member to ensure the smooth and efficient delivery of your role
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates general duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post
- This job description may be varied to meet the changing demands of the School at the reasonable discretion of the Headteacher
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing
- The post-holder will deal with sensitive material and should maintain confidentiality in all School related matters
- All posts are subject to a satisfactory enhanced DBS declaration which is a commitment by the school to safeguarding children. The post holder is required to share this commitment.

**Signed:** ..... **Name:** ..... **Date:** .....