

JOB DESCRIPTION



JOB TITLE: Art and Design Technician
LINE MANAGER: Head of Art / Deputy Principal

PURPOSE OF THE JOB

Working closely with teaching staff, contribute to curriculum delivery through practical instruction, workshop demonstrations and support students in developing their skills in photography, digital editing, printmaking and fine art processes, while ensuring that studios and workshops are organised, safe and fully resourced.

MAIN TASKS & RESPONSIBILITIES

Teaching & Learning

- Deliver and support lessons across Fine Art, Graphics and Photography at GCSE and A Level.
- Provide practical instruction in Adobe Photoshop within taught sessions. (Desirable)
- Deliver photography sessions, including use of DSLR cameras, studio lighting, and digital editing.
- Lead technical demonstrations in a range of processes.
- Deliver printmaking demonstrations including lino printing, drypoint and collograph techniques. (Desirable)
- Support differentiated learning by assisting students during practical sessions.
- Provide occasional lesson cover where required.
- Contribute to assessment preparation, exhibition setup and portfolio presentation support.

Technical & Studio Support

- Maintain and organise art studios, workshops and the photography studio.
- Prepare materials and equipment prior to the start of the working day.
- Monitor stock levels and manage resources in collaboration with teaching staff and head of department.
- Support students in the safe and effective use of camera equipment, lighting rigs and specialist equipment.
- Ensure all specialist equipment is maintained and stored appropriately.

Professional Practice

- Uphold high standards of health and safety, safeguarding and professionalism.
- Contribute to a positive, inclusive and ambitious learning environment.
- Work collaboratively within the Art & Design department to support curriculum delivery.
- Engage in professional development and contribute to departmental initiatives.

GENERAL RESPONSIBILITIES

- To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
- To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
- To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.

- To comply with all other College policies and procedures.
- To undertake continuing professional development.
- To undertake any other duties commensurate with this post as the Principal may from time to time decide.

The following information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook.
- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process.
- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality.
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented.
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training.
- The post holder will need to recognise they work in a College environment, which will occasionally require them to support student related activity.
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures.

PERSON SPECIFICATION



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SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Educated to GCSE Level with English and Maths 	
Skills/Aptitudes & Experience	<ul style="list-style-type: none"> Strong organisational, communication and interpersonal skills. Ability to prioritise tasks and respond effectively to the demands of a busy teaching environment. Confidence supporting or delivering practical sessions. Commitment to student support, safeguarding and inclusive practice. Good IT skills, including confidence using Adobe Photoshop. 	<ul style="list-style-type: none"> Knowledge of printmaking / creative processes (lino, cyanotype, drypoint, collagraph). Experience working in an educational or creative setting Experience supporting photography practice and studio lighting. Teaching, instructional or demonstration experience. Experience supporting GCSE, A Level and CTEC Art & Design.
Other requirements	<ul style="list-style-type: none"> Willingness to undergo further training and development as appropriate 	