CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	**Post Title**	**Grade**	**JE Pts**	**Date**
C1077	**Art Technician**	Grade 3	NJC 348	April 2008

Statement of Purpose

To work under the direction and instruction of senior staff to provide specific technical support to the school in specific areas of the school, which may be media, reprographics, food technology, Drama, Art, Textiles and D&T work.

Support to the Classroom

- Provision of support services to the teaching staff in organising requirements for their work.
- Preparation of materials to exact specification from stock as directed and clearing away equipment such as sewing machines, cookers, kilns, etc.
- Assistance to teaching staff with the demonstration of lessons and practicals.
- Oversight of specialised teaching areas, stores and/or preparation rooms and arrangements for maintenance and repair services to equipment and working surfaces.
- Assisting in the maintenance of safety standards in the departments.

Support to Administration

- Maintenance of stock and breakage records, catalogues and user manuals.
- Ordering, receiving and accounting for new stock and equipment.

Resources

- Assist with the development of resources by:
  - Making of appropriate resources.
  - The design and making of appropriate resources.
  - Making of models and fixtures.
- Prepare and make teaching aids as required working on own initiative.
- Design and construction of resources.

Support to Health and Safety

- Routine maintenance of machines, tools, including adjustment for wear and tear (sewing machines).

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note 1:
The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification
Specialist Art Technician (food, textile, D&T)
Level 2

Essential Criteria	Measured By
Experience • Experience in a related discipline.	AF/I
Qualifications/Training • NVQ2 in Laboratory and Associated Technical Activities (LATA) Educational or NVQ2 School Support Staff, or other appropriate equivalent qualification or experience.	I
Knowledge/Skills • Good standard of practical knowledge in the specialist area. • Good understanding and ability to use relevant equipment/ technology. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good communication skills. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail.	AF/I

Behavioural Attributes • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	AF/I

AF - Application form I - Interview

Note 1:
In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***