

Job Profile

Biddulph High School				
Job Number	Post Title	Grade	Points	Date
AA7082	Art Technician with Cover	Grade 5	361 NJC	December 2012

Statement of Purpose

To work under the direction and instruction of the Head of Art, to provide specific technical, clerical and administrative support to the work of the department, including support to students working in the area.

Support for Department

- Provision of support services to the teaching staff of the department in organising requirements for their lessons
- Preparation of materials to exact specifications from stock, as directed, and clearing away at the end of lessons
- Assist with the development of resources by making resources to pattern, designing and developing new resources or making models and fixtures.
- Assisting teaching staff with demonstrations during lessons.
- Oversight of specialist teaching areas, stores and preparation rooms and arrangements for maintenance and repair services to tools, equipment and working surfaces in the department
- Assisting in the maintenance of safety standards in the department.
- Assisting the teacher in monitoring learning activities and accurately recording achievement/progress as directed
- Assisting teachers in making sure that all students are able to maintain good progress and helping the Head of Department to record and collate the assessments needed by Examination Boards
- Providing structured support in accordance with specific work programmes designed and supervised by individual teachers
- Complete tracking sheets and information on attendance and behaviour

Support to Pupils and Cover Requirements

- Providing support to pupils to achieve their learning goals, for example working with individual or small groups of students to assist them and ensure that they make good progress during the lesson.
- Assisting and guiding students with the application and use of specialist graphics packages eg. Photoshop.

- Managing the behaviour of pupils to ensure a constructive environment in line with school policies.
- Joint and individual planning with the delivery of lessons to groups
- Promote the inclusion and acceptance of all pupils in the classroom
- Provide feedback to pupils in relation to progress and achievement
- Supporting the safe storage of the work of GCSE and A level students by making provision for an individual, labelled storage slot for each student and ensuring that work taken out for display or moderation is returned to the appropriate slot
- Assisting in the display of GCSE and A level students work to facilitate internal and external moderation and planning/preparing the annual art exhibition event.

Professional Accountabilities

The post holder is required to 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. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the school's Health and Safety policy.

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
Art Technician with Cover
Level 3**

Minimum Criteria for Two Ticks *	Criteria	Measured by
	Experience <ul style="list-style-type: none"> • Experience in a related discipline • Experience of working with children/young people 	AF
	Qualifications/Training <ul style="list-style-type: none"> • Level 3 qualification in Art or related discipline • Educational or other appropriate equivalent qualification or experience 	AF
	Knowledge/Skills <ul style="list-style-type: none"> • A good standard of practical knowledge in the specialist area • A good understanding of, and the ability to use, the relevant equipment and technology • The ability to work constructively as part of a team • The ability to relate well to both children and adults • Good communication skills • Good organising, planning and prioritising skills • Methodical in approaching tasks, demonstrating good attention to detail 	AF/I
	Behavioural Attributes <ul style="list-style-type: none"> • Committed to providing the best learning environment for students in the Art department, working within the given constraints • Displays a friendly and professional approach • Communicates effectively • Is open and honest • Takes responsibility and accepts accountability • Is adaptable and responds positively to change • Shows initiative and acts with pace and urgency • Tackles tasks with energy and enthusiasm • Is committed to continuous self-development and the development of others by keeping up to date, sharing knowledge, seeking new opportunities and challenges, being open to new ideas and developing new skills. 	AF/I

AF = Assessed at Application Form I = Assessed at Interview T = Assessed through Test

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.***



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.