

Job title: ART/TEXTILES TECHNICIAN

Job Purpose: To assist all teaching staff in providing pupils at Altrincham College with a relevant and effective Design & Technology experience and ensure high levels of achievement
To support visual arts learning across the whole school and within our partner schools.

Accountable to: Head of Visual Arts

Hours of work: 36.25 hours per week

Scale: NJC Band 3 Points 17 – 21

Holidays: Term time plus one week

Duties and Responsibilities:

Altrincham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

1. To lead Technician support to all Art and Design staff working across KS3 - KS5
2. Enable the smooth running of the department on a daily basis as directed by the department members in particular:
 - a. prepare necessary equipment for lessons and practical work
 - b. store equipment
 - c. maintain the facilities and adjoining areas in a clean and tidy condition
 - d. assist teachers with machinery and preparation of materials, e.g. load and unload the kiln, set up sewing machines, ensure spools are full, dyeing of fabrics, cutting paper, making frames etc.
 - e. ensure equipment is switched off at the end of each session
 - f. demonstrates techniques and processes to students as required
3. Liaise with Head of Department to provide work for lessons, if a teacher is absent or unavailable.
4. Support the partner schools and community groups, by preparing a range of materials and related resources and provide classroom support
5. Lead with exhibitions of work held at school and in the display of students' work around the school.
6. Maintain equipment:
 - a. control and check equipment is in working order, advise teaching staff of any damage incurred
 - b. co-ordinate first line repairs and advise the Head of Department or authorised companies to repair and service equipment
 - c. perform maintenance jobs as required

7. Maintain stock:
 - a. monitor stock levels in consultation with teaching staff
 - b. obtain quotes from suppliers and make recommendations on purchases as required
 - c. order stock in consultation with Head of Department
 - d. carry out delivery checks
 - e. research new products, techniques and processes, maintaining an awareness of conservation
 - f. establishes links with local industries and business, ascertaining whether any waste surplus products would be suitable for students to experiment with
 - g. undertake checks of equipment and furniture and ensure that inventories are kept up to date
8. Complete all paperwork and documentation required.
9. Assist in the training of colleagues when and where appropriate.
10. Ensure compliance with health and safety regulations; maintain a safe working environment:
 - a. ensure that there is access to workshops only when a technician or teacher is present
 - b. ensure tools and equipment are being used correctly and safely
 - c. ensure that Health and Safety procedures are being undertaken
 - d. complete COSHH sheets
 - e. undertake risk assessment
 - f. ensure that equipment is stored correctly and securely
 - g. ensure waste materials/equipment are disposed of in accordance to Health and Safety procedures

The post-holder will at times be required to work alone and will therefore be responsible for unlocking /locking the art rooms and the Gallery.

11. Keeping up-to-date with advancing technologies and attending appropriate training courses etc. as and when required.
12. Develop and update personal skills to deliver support necessary within the department.
13. Contribute your own artistic expertise to benefit the school and community
14. Participating as a full member of staff at the school, following school policies and procedures and supporting initiatives
15. Undertake such duties as may from time to time be reasonably assigned by the Headteacher

Review:

This job description is not necessarily a comprehensive definition. It will be reviewed annually and when appropriate. It may be subject to change or modification at any time after consultation.

PERSON SPECIFICATION

JOB TITLE: Art Technician

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
GCSE Grade C or higher in English and Maths or equivalent	A/C/I
2. Experience	
Experience in specialist art areas (professional, educational or personal)	A/I
3. Knowledge	
Setting up resources, equipment and materials for lessons	A/I
Support structured and practical activities	A/I
Order and maintain sufficient supplies of materials to enable delivery of lessons	A/I
Safely and securely store allocated equipment and materials to prevent unauthorised access	A/I
4. Skills & Abilities	
Demonstrate creativity and flair	A/I
Communicate effectively with a range of people in school	A/I
Self-motivated with proven ability to work on own initiative and to organise and prioritise tasks	A/I
An interest in education and desire to work with young people	A/I
Ability to work as part of a Team	A/I
Able to offer some flexibility in working hours where necessary and be available for occasional out of hours work	A/I
A good health, attendance and punctuality record	A/I
Willingness to undertake training and keep abreast of current issues relevant to own area of work through networks, conferences and other meetings	A/I
5. Desirable	
Previous experience of working in an art environment	A/I
Relevant post-16 Art qualification	A/I

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,
P = Presentation, **T** = Test, **AC** = Assessment centre