

Art Technician

APT&C

Part-time: 20 hours per week; 39 weeks per year

Hours: 8.30 – 12.30pm (Mon to Fri), TBC

Job Description

Job Purpose

To provide full technical support and assistance as required to students and teaching staff in their day to day work, to include important occasions such as Open Evenings, particularly in the preparation and clearing of lesson materials / equipment.

Main Duties and Responsibilities:

1. Ensuring stock levels of the varied resource materials required in the department are always maintained, ordering as necessary, ensuring that the department's budget is not exceeded, and checking invoices and deliveries.
2. Purchasing and allocating art packs, portfolios and sketchbooks to students, keeping records of payments and forwarding information to the Finance Office.
3. Taking responsibility for the preparation, recycling and general care and organisation of clay and all associated tools and equipment.
4. Suggesting and purchasing Art reference books for the department and the School Library, researching and sourcing these through the internet, bookshops and art galleries.
5. Assisting in developing portfolios for different levels and standards of student's art achievements from KS3 to A2 Level, using a variety of media, including photography, burning onto CD ROM, printing and power point presentations.
6. Organising, preparing, collating and displaying art work for a range of events.
7. Assisting in the preparation of the department for lessons, activities, events, workshops etc.
8. Assisting teaching staff with overseeing of students in practical tasks when requested (having knowledge of various art techniques, eg canvas stretching, screen/lino/mono/string printing, batik, clay, modroc, mixed media etc).
9. Preparing and clearing away resources to assist teaching staff as required for lessons.
10. Assisting teaching staff and students using the department's Information Technology, including the digital camera, digital camcorder, data projector, computer hardware and software (including PhotoShop).
11. Responsible for the administration within the department, including typing and / or photocopying, resources required for lessons and departmental purposes.
12. Support and assist in the general day to day work of the department.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above. It is not necessarily a comprehensive definition of the post.

The duties and this job description will be reviewed at frequent intervals and may vary to meet the changing demands of the school at the reasonable discretion of the Headteacher at any time.

This is a Regulated Post and postholders will need to be able to register with the Independent Safeguarding Authority.

It is Westcliff High School for Girls' policy that all support staff should have the role of Lesson Supervisor as and when required; this is an additional area added to the job description and there will be additional payment for this work if the hourly rate for your normal job is less than that of a Lesson Supervisor.

Main duties and responsibilities:

- To supervise whole classes during the short-term absence of teachers and to give instructions for the lesson as provided by a teacher.
- To maintain good order, acting as a role model, setting high standards of conduct and behaviour, dealing promptly with conflict and incidents in line with established policy, reporting all concerns to an appropriate person.
- To keep pupils on task and respond to general enquiries.
- To provide general feedback to teachers.
- To be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop.

Signed:

Date:

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Person Specification

- Experience:** Experience of working in an Art / Craft environment.
- Qualifications:** Any relevant qualifications relating to the requirements of the job are desirable
- Knowledge and Skills:**
- Knowledge of range of Art resources.
 - Ability to use a range of IT equipment, including Internet.
 - Ability to use a range of Art tools.
 - Good organisational skills.
 - Good working knowledge of Health & Safety procedures.
 - Ability to plan and work to deadlines.
 - Good communication skills, with adults and students.
 - Good literacy and numeracy skills.
- Aptitudes:**
- To have a patient and tolerant, customer focused attitude.
 - To be willing to attend training and development activities.
 - Ability to develop effective working relationships and to work as part of a team is essential.