|  |  |
| --- | --- |
| **JOB DESCRIPTION**  |  |
| **JOB TITLE** | **Art, Design and Technology Technician/Administrative Support (37 hours, 39 weeks)** |
| **REPORTS TO** | **Head of Art, Design and Technology** |
| **SUPERVISES** | **N/A** | **Grade 4** |

**PURPOSE OF THE POST**

The role should facilitate the delivery of the key objectives of the School Development Plan and support the ethos and aspirations of the Faculty and Academy. By supporting effective Teaching and Learning this role is seen as empowering teachers to fully focus on improving students’ performance and progress.

The Art, design and Technology Technician should assist and support staff with ensuring the working environment for all parties is safe, well organised and fit for purpose. The role also includes a key supportive role in ensuring the workplace complies with current Health and Safety guidelines.

The role should also allow for opportunities for this member of the team to support students in informal or formalised situations with specific technical tasks. There should also be proactive support for SEND students and those recorded as Pupil Premium.

**THE ACADEMY VISION**

Our vision is:

* To have high expectations and enable everyone to achieve success
* To celebrate high quality learning experiences in all areas of school life
* To be at the heart of the community, and prepare everyone fully for their future lives

Every single member of staff at the Academy is employed to translate this vision into effective action.

**RESPONSIBILITIES**

|  |  |
| --- | --- |
| **1** | **Relating to practical tasks:**Prepare materials for Art, Design and Technology practical based work. Prepare a wide range of materials and equipment/tools for use by teachers and students in the classroom/workshops. Arrange tools, fixtures and materials for focussed demonstrations.Ensure tools and equipment are in a safe, good condition for use. Clean and undertake basic maintenance routines on equipment and tools used in the classrooms/workshops. Regularly check for faults (especially electrical); and arrange for annual servicing of machines and equipment across the Faculty.Check tools and practical rooms after lessons whenever practical, to support Health and Safety requirements. Responsible to maintain COSH storage as it becomes utilised across the Faculty. |
| **2** | **Assisting with special lessons and practical sessions:**Undertake key ICT tasks such as operating the laser cutter.Assist with student/s work when required. Demonstrate some techniques to support effective teaching delivery.Modify equipment and resources, as specified by teaching staff, for students with special needs. Provide support to teachers during lessons in the use of equipment and machines e.g. unjamming sewing machines |
| **3** | **Repairs and General Maintenance:**Carry out safety checks according to a pre-determined schedule and Health and Safety guidelines.Maintain equipment where possible as a result of these regular checks |
| **4** | **Administrative tasks:**Responsible for orders, records of delivery and stock control under the direction of teaching staff.Photocopying.Inputting data for Health and Safety.Assist with the putting up of displays, generating titles and other informative aspects of the public exhibition of work across the Faculty and School. This should also include the mounting of student work occasionally. |
| **5** | Responsibility for safeguarding and promoting the welfare of students |
| **6** | To undertake any other duties as may reasonably be expected by the Headteacher commensurate with grade and to comply with all whole school requirements in relation to health and safety, professional standards, dress code etc. |