

Other: 28. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The post holder must be committed to safeguarding the welfare of children.	√ √		Interview
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**COX
GREEN
SCHOOL**

Art Technician

Job Description: Art Technician

Line Manager:

Subject Leader for Art

Posts directly supervised:

N/A

Main Purpose of Role:

To secure excellent achievement and progress of all students and to ensure gaps are narrowed within the classes taught within Art and Drama by providing technician support.
To prepare and maintain resources and to support staff and students in high quality teaching and learning

Main Duties:

- Timely and accurate preparation and use of specialist equipment/resources/materials/worksheets as required by staff/curriculum/lesson plans in line with instructions from the subject teacher. This will include preparing equipment to enable the teacher to demonstrate or preparing materials for pupils to use during lessons.
- Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
- Maintain records as requested.
- Provide clerical/administrative support e.g. telephoning to make enquiries, arrange visits, organise visiting speakers, photocopying, printing, display, collection and recording of money.
- General tidying of art rooms and stores.
- Undertake cleaning of used equipment and simple maintenance. Undertake periodic cleaning of equipment in line with Departments timetable.
- Create displays of work for display boards and display cabinets within the subject area and across the school.
- Ordering, monitoring and managing stock and supplies, cataloguing as required.
- Maintenance of specialist equipment, checking for quality and safety and undertake repairs if necessary.
- Demonstrate and assist others in safe and effective use of specialist materials.
- Maintain the Art library.
- Assist in researching teaching resources and visual aids.
- Curation of the annual Art Exhibition.
- Maintaining clay stocks for ceramics lessons.
- Support with the Art and Design work for whole school productions.
- To coo-ordinate and support whole school displays to ensure the school environment provides a stimulating learning environment.

Others:

- Contribute to the effective management of the school through the implementation of school policies, code of conduct.
- Attend meetings and parents' meetings relevant to the post.
- To attend staff briefings and meetings in accordance with the calendar.
- To participate in INSET (Professional Development Days).
- To participate in Staff Appraisals and absence management meetings.
- To undertake a thirty-minute duty each week.
- To provide First Aid cover on a rotational basis.
- To undertake invigilation duties.

Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date: