



JOB DESCRIPTION

Art & Technology Technician

Title of Post:	Art & Technology Technician
Responsible to:	Head of Art & Technology
Contract:	Permanent, Term Time Only plus the first Inset Day in September
Hours:	16 hours per week
Salary:	Grade H1 (2) to H3 (6) plus fringe allowance (<i>salary dependent upon experience</i>)

Main Purpose of the Job:

- To play a key role in supporting the delivery of practical lessons in Art, CDT, Food Technology and Textiles, ensuring that materials and equipment are prepared and maintained to high standards, helping teachers provide students with engaging and safe practical experiences.

Main Tasks and Responsibilities:

- To seek to be pro-active whilst taking direct instruction and guidance from the Head of Department.
- To provide reasonable support to teachers during the course of the day in and out of the classroom, this includes liaising with staff to discuss timetables, equipment requirements, work plans and giving technical advice and support to both staff and students.
- To keep up to date with technical developments, especially those which can save time and improve reliability; conducting searches on identified topics relevant to the research.
- To collect equipment, materials and ingredients and set these up in preparation for classes as required by the teachers.
- To ensure that all materials and equipment are well maintained by checking them for quality and damage before and after use by a class, organising repair as required.
- To maintain a clean and tidy classroom, as well as storage areas (including fridges and freezers), ensuring areas are safe, free from hazards, well organised and stocked with all necessary materials and equipment.
- To assist in cleaning the work surfaces in the classroom before and after each lesson, and to be responsible for the washing of aprons and cloths.
- To ensure all equipment is collected after each lesson, cleaned and stored safely.
- To work with the Head of Art & Technology in the procurement of new stock and/or replacement equipment, ensuring that all food is in date and stock is replenished.
- To liaise with those with leadership responsibilities in the department to ensure the machinery is safe and any issues are reported and action taken.
- To liaise with external contractors to maintain machinery.
- To assist in exam preparation and organise the sales of art packs to support GCSE courses.
- To refurbish canvasses and hardboard for re-use and carry out any minor repairs.
- To follow and advocate the department health and safety policy and all guidelines relating to the role.
- To support staff in maintaining and updating the quality and relevant displays across the department.
- To participate in and contribute to meetings including attending the first Inset day of the school year.
- To engage in and build on positive working relationships within the department.
- To keep up to date with the use of ICT to facilitate student support and administration.
- To reflect and act on feedback undertake relevant CPD and training.
- To make a positive contribution to the life of the school.
- To promote, advocate and follow school policies.

- To carry out administrative duties as required by the Head of Art & Technology.
- To undertake any other task deemed necessary by any member of the Senior Leadership Team and the Head of Art & Technology commensurate with the level of this post to help support teaching and learning within the school.

General Responsibilities:

- To participate in the school's staff development (CPD) programme.
- To act as Fire Warden and First Aider.
- To ensure, where appropriate, the effective deployment of classroom support.
- To work as a member of a team, positively contributing to effective working relations within the school.
- To communicate, where necessary, with parents and external agencies, following school policies.
- To attend Open Evenings, Parents' Evenings and other whole-school events as required.
- To attend Monday morning staff briefings.
- To adhere to the expectations laid out in the Staff Code of Conduct.
- To understand the importance of the Data Protection Act (2018) and UK GDPR and their application in the workplace.
- To apply the principles of the DfE's 'Keeping Children Safe in Education' and the school's Child Protection and Safeguarding Policy.
- To support the Catholic Ethos of the school.
- To implement other school policies consistently.
- To participate in the school Appraisal scheme, including target setting and review.

This is a term time only (plus the first Inset Day in September) contract, 16 hours per week which includes a probationary period.

Job descriptions are reviewed annually.

Applicants need to complete the Catholic Education Service (CES) Application form and in the personal statement section explain why they believe they are suitable for the role, taking note of the person specification. The contact details for two referees should also be included and these will be contacted *before* the interview.

Loreto College is an equal opportunities employer. Applicants from under-represented groups are encouraged to apply.⁴