

## **Job Description: Art & Design Technology Technician**

**Reports to:** Lead Teacher of Art & Design Technology

**Start date:** June 2022 or September 2022

### **The Role**

As an Art & Design Technology Technician, you will support teaching and learning of Art & Design, Design Technology and Enrichment by ensuring that workshops are fully prepared for lessons and appropriate equipment is safely maintained and available for all lessons. You will support with pupil enrichment and celebrating pupil achievements through display of their work.

### **Key Responsibilities**

#### **Resources for Teaching and Learning**

- Prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources
- Ensure all pupils' work and unused material is returned to the appropriate storage area
- Assist departmental staff in developing appropriate resources for teaching, including preparation for exams
- Where requested, adapt and develop resources for EAL and SEND pupils given clear guidance
- Demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff and under their direction
- Support exhibitions and the hanging of work for GCSE and A Level

#### **Equipment Maintenance**

- Ensure each workshop including all machinery and equipment is maintained to a high standard, ensuring the safety and wellbeing of students and staff
- Ensure each teaching room is tidy, clean and free from all hazards, including the Food Technology space used during enrichment
- Maintain stock rooms, keep stock records, and receive equipment and materials

#### **Health and Safety**

- Ensure all statutory health and safety regulations are appropriately adhered to in the workshops, immediately alerting the Lead Teacher to any deficiencies

#### **Support for pupils**

- Support pupil learning when supporting in lesson, including setting high expectations whilst encouraging their independence and building their confidence
- Use strategies, in liaison with the teacher to assist in behaviour management and to support pupils in their learning objectives
- Promote inclusion, encouraging pupils to interact and work collaboratively

#### **Support for the school**

- Supervise pupils in the courtyard, canteen or around the school

- Accompany teachers and pupils on trips and out of school activities as required within contract hours, taking responsibility for pupils under the supervision of the teacher
- Participate in the school enrichment programme

#### **Other**

- Undertake First Aid training
- Carry out other reasonable tasks as directed by the Principal

## **Person Specification: Art & Design Technology Technician**

### **Qualification Criteria**

- Right to work in UK
- Maths and English GCSE at grade 4 or above
- Qualification in relevant field, desirable
- Health and Safety qualification or training, desirable

### **Knowledge, Experience and Skills**

- Experience, knowledge or a keen interest in Art & Design Technology
- Excellent organisation, time management and communication skills
- Experience in either Art or DT workshop skills, including hand and machine tools used in schools
- Experience of maintaining tools and machinery, desirable
- Awareness of safety issues as appropriate to the post
- Proficiency with Microsoft Office

### **Personal Characteristics**

- Genuine passion and a belief in the potential of every pupil
- Deep commitment to Ark's mission of providing an excellent education to every pupil, regardless of background
- Helpful, positive, patient and caring nature
- Able to take direction but also make good judgments and take initiative when required
- Resilient and motivated to continually improve standards and achieve excellence

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*