

## **Job Description: Art + Design & Design Technology / Product Design Technician**

<b>Reporting to:</b>	<b>Head of Department</b>
<b>Location:</b>	<b>Hastings</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Working Pattern:</b>	<b>18 hours per week, Term Time</b>
<b>Salary:</b>	<b>Ark Support Scale 5: Pay Points 15 -22, £17,972- £21,285 per annum (pro rata)</b>

### **The Role**

As an Art and Design Technician, you will support teaching and learning of Art and design and D+T / Product Design by ensuring that all materials and resources are fully prepared for lessons and appropriate equipment is safely maintained and available for all lessons, whilst meeting the required health and safety standards.

### **Key Responsibilities**

#### **Learning support**

- Demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff and under their direction
- Assist departmental staff in developing appropriate resources for teaching and learning, including preparation for exams
- Prepare materials and equipment for lessons and projects and support exhibitions and displays around the school.
- Prepare materials and equipment for lessons and projects, including ordering and preparing food as required
- Support student learning during practical lessons and advise students on safety aspects of particular practical work
- Ensure all students' work and unused material is returned to the appropriate storage area

#### **Health & Safety**

- 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
- Maintain stock rooms, order and keep stock records, and receive equipment and materials
- Carry out and maintain inventory checks.
- Ensure all statutory health and safety regulations are appropriately adhered to in the workshops, immediately alerting the Head of Department to any deficiencies
- Provide First Aid as required
- Ensure high standards of health and hygiene are maintained in the Art and Design rooms and that health and safety regulations are met
- Maintain equipment and ensure all equipment is maintained and kept clean with scheduled regular deep cleans

## Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Support with school duties, invigilation and enrichment.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

# Person Specification: Art + Design & Design Technology / Product Design Technician

## Qualifications

- Maths and English GCSE at grade C or above (or equiv)
- Health and Safety qualification or training or commitment to work towards
- Food hygiene & safety qualification or commitment to work towards
- Qualification in relevant field, desirable
- First Aid qualification or training or commitment to work towards, desirable

## Knowledge, Skills and Experience

- Experience in multimedia workshop skills, including hand and machine tools used in a workshop or school, or a commitment to work towards this.
- Experience, knowledge or a keen interest of key practical demonstrations relevant to the subject field that engage students
- Experience of maintaining tools and machinery in a workshop or school (desirable).
- Awareness of safety issues as appropriate to the post, including health and safety risk assessments
- Strong IT, administrative and organisational skills
- Excellent communication and interpersonal skills with children and adults
- Able to deal with minor incidents including first aid

## Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi-task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Helpful, positive, patient and caring nature
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

## Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- 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.*