

# Job Description: Art Technician

## POST HELD

Art Technician

## SALARY GRADE OF POST

## RESPONSIBLE FOR

No line management responsibilities.

## REPORTING TO

Subject Leader for Art

## PURPOSE OF THE POST

- To support the Art Department to ensure effective delivery of the curriculum

## Specific Responsibilities

- Ensure the department is resourced in discussion with this subject leader.
- Ensure an orderly classroom and storage of work including:
  - Returning stray materials and equipment to their place.
  - Tidying and organising student work
  - Tidying and organising the art storage areas.
  - Cleaning and organising paint palettes, paint brushes and paint bottles.
- In discussion with the subject leader, prepare materials for lessons.
- Create and manage digital portfolios of students' work.
- Under the guidance of the subject leader, set up and take down displays of artwork for general display and events.

## Other Professional Requirements

- Establish effective working relationships with a) students, b) parents c) professional colleagues.
- Set a good example to the pupils through personal presentation, professional conduct.
- Support and carry out policies and practices to promote positive pupil behaviour and support the "Behaviour for Learning" programme.
- Take responsibility for personal professional development, including knowledge of school policies and procedures.
- Liaise effectively and sensitively with pupils and parents.
- Ensure compliance with all statutory Health and Safety requirements.
- To undertake other duties as the Headteacher may reasonably direct.

## **Person Specification**

Essential:

- The ability to work independently.
- Good organisation skills.
- Punctuality and timekeeping.
- Good interpersonal skills.
- An appreciation of art.

Desirable:

- Some art experience.

**The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service enhanced disclosure certificate.**

**This post is subject to Level 1 Health and Safety Training**