

**THE ROSELAND MULTI-ACADEMY TRUST  
JOB DESCRIPTION**

<b>Job title:</b>	Art & DT Technician
<b>Grade:</b>	E (Points 1-6)
<b>Employment:</b>	18 hours per week term time (38 weeks) plus overtime as required.  Salary paid for 43.6 weeks per year.  Overtime, by agreement, to include times during the year for performance, exhibitions and school/Trust events.  School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Executive Headteacher
<b>Responsible to:</b>	CEO, Leadership Team, Chair of the Trust Board, CFO, Teaching Team Leader (TTL) for Design, Performance & Technology (DPT)
<b>Direct/Indirect Supervisory Responsibility:</b>	None
<b>Important Functional Relationships:</b>	Internal: CEO, Leadership Team, RST, DPT department, teaching and support staff, students. External: Trustees, Local Monitoring Committee members Multi Academy Trust partners, other schools and colleges, contractors, suppliers of goods and services, parents/carers, visitors to the school.

**Main Purpose of Job:**

To organise the provision of practical support for the Design, Performance and Technology faculty for staff and students at all key stages in the school. To assist the respective staff in the faculty in securing an environment in which students can safely carry out practical work. The role involves working across a range of areas: Product Design, Art, Photography, ICT, Catering and Music.

**Main Duties and Responsibilities**

1. To prepare materials, equipment and teaching aids for classroom use, at the direction of the DPT staff. To tidy up, wash and clean materials and equipment, including breakages and spillages, so as to ensure a safe working environment at all times.
2. To support staff and students during practical work, to provide advice to students in the development of their tasks, including the safe operation and demonstration of equipment, specifically in Product Design, Art, Photography and Catering.
3. To oversee the work of small groups of students engaged in practical tasks, as requested by the DPT staff under the supervision of the classroom teacher. This may include being a scribe for students.
4. To assist with exhibitions, demonstrations and displays as requested and, also, the organisation of work

for events such as exam moderation.

5. To supervise students assigned to the faculty as part of their work experience programme, under the direction of the TTL for DPT.
6. To complete a full induction in the use of equipment all Product Design machinery to support staff and students with the preparation of materials (including laser cutter and 3D printers).
7. To contribute to the training and development of any trainee technicians working within the department.
8. To prepare specialised tools / equipment / materials within the department (as qualified).
9. To support staff in regular checks of equipment, tools and machinery (as qualified).
10. To advise members of staff and students on particulars hazards and requirements in the use of equipment and materials in line with COSHH/ safety / CLEAPPS guidance. To remain aware of current health and safety guidelines and legislation.
11. To issue and receive back materials and equipment. To check for missing and damaged equipment against inventories and inform the relevant staff.
12. To check and test equipment routinely to ensure its good safe working order and to undertake maintenance, repairs and servicing where needed and within the limits of the post holder's skills and training. To recommend any necessary repairs or arrange further maintenance for equipment on the approval of the TTL for DPT.
13. To operate a system of stock control, ensuring sufficient replenishment of materials within the approved limits and recommending any additional equipment/material requirements to the TTL for DPT. To assist in ordering stock and checking deliveries of stock when received, including food orders.
14. To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times.
15. To carry out administrative tasks associated with the role, including photocopying, filing, ordering of goods and services and compiling and updating departmental risk assessments under the guidance of the TTL for DPT.

### **General responsibilities**

1. To contribute to the overall ethos, vision and aims of the school and Trust.
2. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust including safeguarding, health and safety, equality and diversity, and general data protection regulations
3. Maintain confidentiality of information acquired in the course of undertaking duties for the school and Trust.
4. The post holder will be based at The Roseland Academy but may be required to work within other schools within the Trust.
5. Be responsible for your own continuing self-development, undertaking training as appropriate.
6. To undertake other duties appropriate to the grading of the post as required.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	At least 2 years' experience of working in a technical/technical support role or similar.	At least 3 years' relevant work experience within an education environment.  Experience of working with Product Design machinery and art media such as ceramics/sculpture/printmaking/painting.
<b>Education &amp; Training</b>	Level 3 qualification (NVQ, AVCE or 'A' Level) in a subject related to the specialist area plus a minimum Level 2 qualification (NVQ, GNVQ or GCSE grade C or above) in English and Maths.	Basic Health & Safety certificate.
<b>Special Knowledge &amp; Skills</b>	Experience with equipment/materials & procedures subject to COSHH Regulations.  Basic ICT and administrative skills.  Good organisational and communication skills.  Driving licence.	Awareness of current developments in art and design education.  Experience of using and servicing power tools.  Experience of CAD/CAM.  Experience of ceramics and kiln firing.
<b>Any Additional Factors</b>	Self-motivated.  Enjoys working with children/young people.  Tact and diplomacy.  Flexible approach to work requirements.  Ability to work on own initiative and as part of a team.	Ability to drive a mini bus.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.