



Job Description

Job Title:	Art Technician
Responsible to:	Head of Art
Grade:	Grade 2 NJC point 4 (£24,404 pro rata)
Hours:	15 hours per week, term time only (45.4 weeks)
Job Purpose	Under the instruction/guidance of senior staff provide general support in a specific curricula/resource area, including preparation and maintenance of resources and support to staff and pupils.
Main Duties & Responsibilities: Support for Pupils: <ul style="list-style-type: none"> Using specialist skills, training and experience, support pupils in practical learning activities under the guidance of the teacher. Demonstration of new techniques in a safe and effective way and demonstrating the use of specialist equipment and materials; Preparing specific instructions for individual pupils dependent on the materials to be used and how they are to be manipulated. Demonstrating safe use of tools and preparing the tools prior to use. Demonstrating the use of the glass room. Demonstrating how to work with materials such as ceramics, glass and plaster. Demonstrating techniques such as body casting, bonded fibres and printing. Demonstrating either to whole classes or on a 1 to 1 basis. Support for the Teacher: <ul style="list-style-type: none"> Create and maintain a purposeful, orderly and productive working environment and to report all health and safety concerns appropriately. The timely and accurate design, preparation and use of specialist equipment, resources and materials as required by staff and the curriculum. Undertake clerical and administrative tasks relevant to the specific curriculum. Support for the Curriculum: <ul style="list-style-type: none"> Monitor and manage stock and supplies for the specific curriculum area, cataloguing as required. 	



- Maintenance of specialist technical equipment, check for quality and safety, undertaking repairs and modifications and reporting other damage in accordance with the school policy.
- Maintain a current knowledge of health and safety requirements, including attending courses as required.
- Obtain materials by local purchase and under the direction of senior staff.
- Support with internal/external exhibitions and knowledge of photoshop/or similar programmes.

Other responsibilities:

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Job descriptions will be reviewed annually and there is an expectation that the post holder will have the capacity for flexibility. The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job descriptions.

This post requires an enhanced DBS check

Health & Safety:

The Health & Safety at Work Act 1974 and amendments state it is the responsibility of all employees to comply with Health & Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

Confidentiality:

Staff and pupil information is confidential. It is a condition of employment that all employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by their line manager.



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Head teacher: S. Jackson, M.A. (Oxon), M.Ed., FRSA
 Keswick School Multi Academy Trust
 a company limited by guarantee
 Registered in England: Company Number: 07664297
 Registered Office: Vicarage Hill, Keswick, Cumbria,
 CA12 5QB. Tel. 017687 72605
 Email: admin@keswick.cumbria.sch.uk
 Web: <http://www.keswick.cumbria.sch.uk>

Person Specification		
Post Title: Art Technician		
Attribute/Criteria	Essential	Desirable
Education/Qualifications/Training	<i>This will include</i>	<i>This may include</i> <ul style="list-style-type: none"> • Experience of relevant software
Knowledge & Experience	<i>This will include</i> <ul style="list-style-type: none"> • Experience of working both independently and as part of a team • Experience of working with children and young people 	<i>This may include</i> <ul style="list-style-type: none"> • Previous experience of working in a school or educational environment • Knowledge of digital art packages • Experience of: Lino printing/dry-point printing Working with a kiln (glass or ceramic) • Experience of working within a Design Technology setting
Skills & Abilities	<i>This will include</i> <ul style="list-style-type: none"> • Basic literacy and numeracy skills • Willingness to participate in development and training opportunities • Ability and willingness to drive the school minibus • Ability to organise and prioritise tasks effectively • Competence in the use of ICT 	<i>This may include</i> <ul style="list-style-type: none"> • Ability to supervise pupils in a classroom setting
Personal Qualities	<i>This will include</i> <ul style="list-style-type: none"> • Ability to relate well to children and adults • Good team work and organisational skills • Commitment to safeguarding the physical, emotional and mental wellbeing of young people and children 	<i>This may include</i> <ul style="list-style-type: none"> • Ability to work well under pressure • Willingness to work flexibly • Willingness to show initiative



The Selection Process

Criteria

In most cases the essential criteria identified in the person specification must be fully met. This includes qualifications, experience and any other requirements need to perform the role, particularly in relation to working with children and young people.

To be successful, you will need to demonstrate these skills during the recruitment process.

Assessment of suitability to work with children

During the selection process, your suitability to work with children and young people will be assessed. This will involve specific questioning based on the essential and desirable criteria identified in the person specification as well as safeguarding questions during the interview.

Verification

Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-appointment check.

Anomalies

Upon shortlisting, any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview. This may include unexplained gaps in employment history.

Safeguarding

Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.

Sources of assessment

- Application form
- Performance at interview
- Verification of qualification
- Original documents must be presented at interview when identified as essential criteria



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Equal Opportunities

Keswick School MAT is committed to ensuring that no member of its community experiences unfair discrimination based on sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed. This commitment extends to those who are married or in a civil partnership, pregnant or on maternity leave or undergoing, have undergone or are planning to undergo gender reassignment.

Curriculum

All aspects of the curriculum will be developed to avoid excluding particular groups or individuals, except for sound educational reasons.

Behaviour

We expect behaviour to be impeccable at all times. Intimidating or insulting language will not be tolerated.

Staffing

Keswick School MAT is committed to ensuring that its recruitment practices do not discriminate against candidates or potential candidates based on factors unrelated to their ability to perform the duties of the post.

Recognising that young people view staff as role models, every effort will be made to ensure equality of opportunity is evident at all levels in all areas of staffing.

The Academy and the Community

The academy enjoys an excellent relationship with the local community and has a high reputation both locally and beyond.

The academy is well supported by an energetic Local Governing Body.



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