

Job Description

Post: Creative Arts Technician

Including Art, Photography, Drama, Music and Food Technology

Purpose

To challenge educational and social disadvantage by providing technical support to the creative arts subjects in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Prepare equipment, materials and ingredients as necessary to enable staff and students to function effectively.
- Support learning by assisting students and teaching staff during all practical lessons including demonstrations of skills, techniques and equipment
- Carry out routine maintenance and risk assessments in accordance with health and safety requirements.
- Assist teaching staff in promoting and raising the profile of creative arts within and outside the academy.
- Work alongside teachers during activities / cooking to aid student progress as and when required.
- Ensure maintenance of a clean and orderly working environment. Clear away and clean / launder equipment and materials used for practical purposes keeping all equipment in an operable and safe manner and ready for use by staff and students.
- Prepare, operate and set up equipment / materials / ingredients required for demonstrations and class practical work.
- Advise staff on the status of materials, equipment and ingredients and place orders.
- Ensure all materials, equipment and ingredients are stored safely.
- Undertake stock control and inventory checks as appropriate including the upkeep of appropriate records and filing systems, using computerised systems where necessary.
- Complete first aid training
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.