

Art, Textiles and Performing Arts Technician

Salary Point 4 - 6 TTO + 5

Actual £18,435 - £19,023

Job Description

Purpose of the Post

To deliver an efficient and effective technician support service which adds value, facilitates the achievement of educational objectives, and contributes to the provision of a safe and stimulating environment.

Responsible to: The Principal via the Head of Arts & Technology

Main duties and responsibilities

- Raise student attainment by supporting staff within the Art, Performing Art & Textiles departments by meeting efficiently and effectively the support requirements of individual staff, students and groups of students in order to support teaching and learning
- Form professional and collaborative working relationships with colleagues
- Set a good example to students, parents, and other visitors to the school through presentation and personal professional conduct
- Ensure the maintenance of a clean, safe, and orderly working environment within Art, Performing Arts, and Textile teaching areas
- Prepare materials and equipment for lessons
- Organise and monitor safe storage of equipment and materials
- Provide in class support with practical work & work 1:1 with pupils as directed by teaching staff
- Have due regard to Health and Safety procedures governing the use of practical equipment within the Art, Performing Arts and Textile areas
- Be flexible as required and within reason under the direction of the Head of Faculty, to support other areas within Arts & Technology. For example, but not exclusively; in support of absence, non-specialist staffing and during practical exams
- To undertake activities that support whole school priorities. These include being a Coach for a small group of students and to support Enrichment curriculum time.

General Maintenance

- Ensuring student work storage areas are tidy
- Ensuring material preparation areas are tidy
- Ensuring resources are tidy and readily accessible to staff and students
- Upkeep of teaching areas and prep rooms
- Prepare and create displays under the guidance of lead subject staff and the Head of Faculty
- Material Preparation
- Prepare materials for individual pupils & for whole classes for Art and Textiles as directed by teaching staff
- Ensure sewing machines are ready to use and serviced at the appropriate intervals
- Oversee the use of sublimation printing equipment and support when required within the class with students 1:1
- Assist with setting up resources for lessons and tidying away at the end of the lesson, check all equipment is put away after practical sessions
- Support with Enrichment sessions equitably across Art, Textiles and Performing Arts, under direction of Head of Arts & Technology
- Order costumes and props for the school production as directed
- Create set for the school production as directed
- Provide audio visual support for Music software
- Provide audio visual and Lighting support for all performing arts showcases and be flexible in this regard about distribution of hours within the performance weeks

- Provide audio visual and Lighting support for other whole school activities (such as Open events by way of example).

Administrative Tasks

- Data sheets such as CLEAPPS and COSHH should be kept up to date for all substances stored
- Monitor the status of IT equipment and inform IT technicians if attention is needed
- Order items as requested by faculty staff and for replenishment purposes
- Order consumables – fabric, thread, felt etc
- Stock check – inform subject lead when stock runs low and prepare orders as directed
- Order, in accordance with Health and Safety regulations (e.g., low fume fabric paints, low melt glue guns etc.)
- Put away and organise deliveries
- Keep a record of student contributions
- Photocopy as required
- Upload Dance/Music /Drama coursework onto the relevant exam portals
- Support with the administration of Performing Arts Showcases as directed
- Support with the administration of Performing Arts trips as directed
- Liaise with peripatetic staff/students/parents as required and directed to ensure timetables are up to date and placed on the Music noticeboard
- Setting up and curating of digital exam classes for KS4 Music

Organisation of Storage

- Keep all storage areas tidy and organised at all times
- Keep all consumables stocked up ready for lessons
- Keep all stock clearly labelled and accessible at all times
- Ensure all stock is stored in a safe and secure manner
- Keep an up-to-date register of all COSHH substances stored
- Update risk assessments as required and directed, inform Head of Faculty/TLR postholders/subject leads of any potential risks that arise

General Requirements

- Actively seek to develop professionally
- Participate in the school appraisal process
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Carry out all duties and responsibilities with due regard to the school policies
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school including co-leading a student coaching group
- 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 management as required.
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate

The duties of the post may vary from time to time, as required by the Principal, without changing their general character or level of responsibility

Person Specification

Qualifications and experience		
	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> GCSE English and Maths (A-C) or equivalent eg. Adult Literacy/Numeracy at level 2. 	
Experience	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Working in an educational environment
Knowledge and skills		
Safeguarding	<ul style="list-style-type: none"> Thorough knowledge and understanding of safeguarding children. 	
Skills	<ul style="list-style-type: none"> Ability to set up resources, equipment and materials for lessons Ability to support structured and practical activities Have a level of IT and Audio Visual expertise in order that the role can be undertaken effectively. Order and maintain sufficient supplies of materials to enable delivery of lessons Safely and securely store allocated equipment and materials to prevent unauthorised access Demonstrate creativity and flair Communicate effectively with a range of stakeholders from both within and outside of the school Self-motivated with proven ability to work on own initiative and to organise and prioritise tasks effectively An interest in education and desire to work with young people Willingness to undertake training and keep abreast of current issues relevant to own area of work Perform general administration duties and maintain records 	
Personal Qualities		
<p>The successful candidate will have:</p> <p>Excellent verbal and written communication skills</p> <p>Excellent time management and organisation skills</p> <p>A flexible approach towards working practices</p> <p>High expectations of self and a desire to maintain professional standards</p> <p>The ability to work as part of a team and independently.</p>		

The ability to maintain successful working relationships with colleagues

High levels of drive, energy, and integrity.

A commitment to equal opportunities and empowering others

An understanding that individuals may have fundamental differences, and the ability to adapt plans to accommodate for these

A keen eye for details, trends, and inconsistencies

The successful candidate will be:

Committed to promoting high-quality standards throughout their duties

Dedicated to their professional development and achieving desired qualifications

Able to plan and take control of situations

Committed to contributing to the wider school and its community

Capable of handling a demanding workload and successfully prioritising work

Able to offer some flexibility in working hours where necessary and be available for occasional out of hours work

Behaviours and expectations:

All staff members are expected to adhere to and promote professional standards including the Trust and SPP's code of conduct and values.

General:

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Head teacher and develop and promote high standards of professional conduct in school.

You will be expected to carry out your duties in line with the School's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract, induction, ongoing performance management and development through school communications.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, and your own professional development.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

16 October 2024