



Sacred Heart Catholic High School

Job Description

Post title: Art & Technology Technician

Grade: N4

Responsible to: Leader of Art & Textiles

In all aspects of the post s/he must implement faithfully and effectively the Aims and Policies of this Roman Catholic school and work collaboratively to ensure that the Christian ethos, standards of academic excellence and good behaviour are maintained and strengthened.

The following is typical of the level of duties which the post holder would be expected to perform. It is not exhaustive and other duties of a similar type may be required at the direction of the head teacher or senior staff. The post holder will work in a practical setting where health and safety of the environment is essential.

Provide technical support mainly within the Art Department (includes Ceramics, Textiles Art and Design) but also across Technology where necessary (includes Product Design and Food).

Resources and materials

1. Ordering, taking delivery, checking resources, maintaining accurate stock levels and records.
2. Checking condition and routine cleaning and maintenance of all resources, teaching and storage areas.
3. Support teachers in creating displays that enhance the learning environment.
4. Safe and organised storage of resources, ensuring sufficient resources for class use.
5. Visual checking and routine cleaning of equipment. Care, maintenance and repair where possible of equipment and resources, and advice to the Head of Department about the need for repair by a contractor and/or replacements.

Support for teaching

6. Preparation of teaching resources to support the delivery of lessons.
7. Preparation, setting out and clearing of resources and equipment, e.g. Clay, hard/soft materials.
8. Provision of technical research and advice to teachers to enable them to optimise the learning in their lessons.
9. Provide classroom and workshop support as directed by the teacher to individuals/small groups of students to help make optimum progress in practical work.
10. Support for examinations as directed by the teacher.

Health and safety

11. Maintenance of an up to date understanding of current national, local and school health and safety regulations. Work within these and the School policies.
12. Liaise with the HOD: updating Department Risk Assessments, ensuring all staff aware of these.
13. Provision of advice to staff on safe working practices.
14. Use appropriate storage, control systems, and safe disposal of all resources/equipment. Removal of equipment/resources if pose potential hazard until repaired.
15. Liaison with the Leader of Art & Textiles and School's Health and Safety Officer to maintain safety at all times and bring any issues immediately to their attention.

Promote and implement the School's equal opportunities policies in all aspects of employment and service delivery.

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| This job description may be amended at any time after discussion with the postholder. |
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