

Whickham School and Sports College



JOB DESCRIPTION

POST: Creative Arts Technician & Cover Supervisor

GRADE: E Term time plus 3 days actual salary £14,914 - £15,827

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

Purpose of the post and main scope of responsibility:

- To ensure that resources are in place that will allow for the effective teaching of the Creative Arts and the participation of students in enriching activities.
- To cover lessons in the case of staff absence.

Responsible to: Faculty Leader for Creative Arts.

Hours of Work:

- 32 hours per week, Monday to Friday 8.40am to 3.15pm each day with an art club each week until 4.15pm and a faculty meeting once per fortnight until 4.15pm.
- Term time only plus 3 days (2 days in the Easter holidays and 1 day in February half term).
- Some flexibility with hours will be required to support with Creative Arts shows.

MAIN DUTIES

- To carry out daily maintenance duties of the Creative Arts storerooms, stock and equipment.
- Assist staff to maintain classroom areas in an orderly state (this is the main responsibility of the member of staff responsible for the room).

- To assist in the production of teaching materials for the department.
- To assist in the handling, storing and transporting of materials and equipment.
- To set up and clear equipment used for lessons and demonstrations.
- To control and requisition stock including basic materials.
- To recycle materials as and when possible.
- To follow procedures and keep records.
- To comply with Health and Safety rules and regulations and undertake regular risk and COSHH assessments for the faculty.
- To maintain and refresh displays across the faculty.
- To provide first aid cover within the faculty and the wider school.
- Providing cover for staff as and when required.
- To support extra-curricular activities and trips.
- To understand and follow the school's safeguarding and child protection policies.

STUDENT SUPPORT

- Organise and supervise a weekly arts club after school for students in Key Stage 3
- Organise and supervise art study facilities for students in Key Stages 4 and 5 during the holidays (2 days in the Easter holidays and 1 day in the February half term).
- Provide 1:1 or small group support as directed
- Support student examinations

KNOWLEDGE/QUALIFICATIONS/EXPERIENCE

- A qualification or experience in a relevant creative arts discipline.
- Ability to communicate at all levels.
- Ability to use relevant technology.
- Ability to use IT for administration purposes.
- A relevant first aid qualification or willingness to be trained in first aid

STAFF DEVELOPMENT

- To undertake training relevant to the role performed
- To undertake training so as to be able to substitute for colleagues as and when required.

GENERAL

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

Undertaking any reasonable task at the request of the Faculty Leader, Headteacher or other senior manager.

No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed (Post holder)

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