

**CRAMLINGTON LEARNING VILLAGE
JOB DESCRIPTION**

Post Title: Art and Design and Technology Technician		Office Use
Grade: Band 3	Service/Workplace: Cramlington Learning Village Secondary School	
Responsible to: Business Manager/Deputy Head line managers for ART and DT		JE ref: S141
Date: 2021		Manager Lever:
Job Purpose: To support the learning activities of the Art and Design Technology Department. To have an understanding of KS3, GCSE and 'A' Level specifications and to prepare materials, processes and resources for the many courses on offer. Advanced skills in making are a desired to support teaching staff in practical 'A' Level lessons.		
Resources	Staff	none
	Finance	Collection of monies from students for materials purchased from the department. Construction of spreadsheets, issue of receipts and bank monies. Seek best value for all goods purchased through petty cash
	Physical	To assemble and construct resources and teaching aids/ to service machinery / ensure Health & Safety requirements are fulfilled in the use of machinery and tools
	Clients	Internal: Senior Leadership Team, teachers, support staff
<p>Duties and key result areas:</p> <p>Art:</p> <ol style="list-style-type: none"> 1. Preparing materials, resources and setting up equipment for use in lessons. This may include: cutting slabs of clay, cutting lino and setting up printing equipment, making year group sets of sketchbooks, mixing and disposing of darkroom chemicals, downloading and uploading photographs from memory cards onto Google Drive, mixing of papier mache etc. Monitoring of equipment with specific health and safety requirements (Lino tools, craft knives). 2. Weekly audit of renewable and non-renewable equipment, materials and resources 3. Ordering materials, stocktaking and checking all deliveries of resources 4. Updating & reconciling department budget records 5. Keeping tools and equipment in good working order; including routine maintenance and annual repairs of specialist machines and equipment such as printing presses, kilns, sewing machines, cameras, photography lighting equipment, darkroom enlargers etc 6. Management of Health & Safety checks to all machines and classroom environments, including updating subject specific Art Department risk assessments - COSHH 7. Routine maintenance of classrooms, equipment and additional rooms, including the safe disposal of waste materials(solvents and darkroom liquids) 8. Enquiries and routine communication with suppliers of materials and specialist equipment 9. Organising and storing materials, resources and equipment in stock cupboards 10. Retrieving and clearing away materials and equipment to support the smooth running of lessons 11. Mounting student work for display 12. Putting up Department displays under guidance from staff 13. GCSE and A Level Art and Photography exam preparation - supporting staff and students with technical requirements and supervision of machinery/tools as required for their individual projects <p>Design Technology:</p> <ol style="list-style-type: none"> 1. To assist senior students and teachers with 'A' level project work as and when required 2. To monitor all workshops and design studios on a weekly basis to check function of machinery, computers and stock 3. To service machinery on a regular basis 4. To monitor, order, store and distribute consumable stock throughout the Technology Department 5. To assemble resources and teaching aids in preparation for lessons 6. To construct teaching aids as required by the Heads of Technology and teaching staff 7. To assist in the processing of plastic materials for students and teachers, for example vacuum forming, line bending and blow moulding 8. To assist in the organisation of, and upkeep of displayed work around the department 		

9. To assist in the development of CAD/CAM work using 2D Design, Prodesk to, the laser cutter and the 3D router. To demonstrate to small groups of students the operation of these machines
- 10.To ensure health and safety requirements are fulfilled in the use of machinery and tools

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Learning spaces in Art and Technology. Use of machinery and manual labour work
Transport requirements:	Required to use own transport to attend meetings both within and out of the County
Working patterns:	Normal hours but need to also work 'out of hours' as necessary
Working conditions:	Normally indoors

PERSON SPECIFICATION

Post Title: Art and Design Technology Technician	Service: People	Ref:
Essential	Desirable	Assess by
Experience		
To possess a wide bank of knowledge of technology and construction industry and should have an industrial background where this has been founded Able to transfer knowledge to staff and students effectively To be able to demonstrate how areas within each department are kept safe and maintained as per risk assessments and health and safety guidelines		A/I/R
Skills and competencies		
To be able to communicate with a wide range of staff and students ensuring that the information they are giving is clear and effective Be able to work on own initiative and as part of a team Able to undertake presentations to groups of students showing practical skills or how to operate equipment		A/I/R
Physical, mental and emotional demands		
To be able to analyse operations and tasks ensuring a high level of consistency and reliable outcome To be able to manage the physical demands of the post within the Art area of Technology Be resilient and resourceful during times when practical work is being assembled and often to tight timescales Some periods of concentrated mental attention and pressures from deadlines, interruptions or conflict	Be aware of school Code of Conduct	A/I/R
Other		
Willingness to take and act on advice High expectations of oneself and of students A commitment to and interest in the wellbeing, support and achievement of students Energy and enthusiasm A belief in teamwork and co-operation with adults and students A willingness to challenge oneself to seek continuous improvement To be positive about the need for innovation and change Flexibility, imagination and resilience, reliability and integrity A positive attitude to school Self awareness	Interested in further professional development	A/I/R

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits