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| Job DescriptionJob Title: Art/Technology Technician  |

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| **Accountable to:** | Faculty Leader of Art/Technology | **Post type:** | Permanent, Part time |
| **Salary/Grade:** | Band D SCP 4 - 5 | **Actual Salary** | £10,698.64 - £10,877.31 |
| **Hours Of Work** | 20 hours a week, 39 weeks per year. Term time only plus Teacher Training Days |
| **Liaising with:** | Faculty leaders, students, staff |

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| **Every member of staff is required to:** |
| * Work towards and promote the vision, beliefs, aims and expectations of the school
* Support and contribute to the achievement of every child’s outcomes
* Support and contribute to establishing and maintaining a culture of safeguarding all students and promote the welfare of children
* Undertake any necessary professional development activities to enhance personal development and performance
* Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.
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| **Purpose of the role** |
| * To support teaching staff to meet the academic, pastoral and other needs of students within art and design technology, thereby maximising the experience and achievement of each student
* To ensure the smooth running of the art and design technology faculty
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| **Main Duties and Responsibilities** |
| Working under direction and instruction, liaising closely with teaching and support staff in ensuring safe practices are observed at all times, to:* Organise and prepare materials and ingredients as required by the subject teacher prior to lessons (training on technology equipment will be provided)
* Ensure tools, materials and equipment are maintained in optimum condition (in good order and safe to use) and, where relevant, stored correctly and safely. Report any needs for major repair or servicing, as necessary
* Ensure the classrooms, storage and preparation rooms are clean, tidy and organised so they are safe environments to work in
* Assist teaching staff with student supervision during practical lessons, where appropriate
* Instruct students on use of specialist equipment and assist them with operation of such equipment
* Assist students in the selection and collection of materials
* Provide advice to students on ideas for and structure of projects and portfolios
* Prepare materials/resources for lessons, activities, demonstrations and exams, as instructed
* Assist teaching staff with preparing and updating exhibitions and displays of students’ work
* Stock-taking and ordering of materials, ingredients and equipment
* Provide general clerical support (photocopying, filing, inputting data) and undertake basic record keeping, as required
* Assist with the organisation of trips
* Ensure that all health & safety requirements are met and records maintained including equipment checks, risk assessments and COSHH
* To assist teaching staff in promoting and raising the profile of the art and design technology faculty
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| **Resources** |
| * To monitor supplies of stock and inform line manager when further supplies of resources or ingredients are required; check goods delivered against orders and storing appropriately; carry out stock taking and inventory checks.
* To record breakages and loans, in accordance with school policy, and assist with department filing, including maintenance of up to date catalogues and price lists.
* To assist with the preparation of materials for lessons, display and projects.
* To assist in setting up for practical lessons and demonstrations.
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| **Continuing Professional Development** |
| * Take responsibility for personal development, keeping up-to-date with research and developments and changes in the school curriculum
* Undertake any necessary professional development, as identified
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| **Additional Duties** |
| * Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies
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This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

**Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*