|  |  |
| --- | --- |
| **Job Purpose** | **To support teaching staff with the preparation of teaching materials, activities and teaching areas. To ensure that all resources are readily available and in place when needed by teaching staff and girls.**  Provide support to teaching staff to ensure the smooth running of teaching, super-curricular and co-curricular activities |
| **Accountable to:** | Head of Art and Design |
| **Accountabilities** | 1. **Teaching & Learning**  * Prepare, set out and clear away equipment and materials for lessons and practical sessions/activities including cleaning sinks/paintbrushes etc. * Assist in the mounting of displays, presentations and visual aids. * Provide assistance to the teacher during lessons, particularly if any equipment malfunctions. * Assist pupils in safely using equipment and undertaking practical work, giving demonstrations as required. * Maintain protocols for standard practical activities, records and readings for equipment and activities as required. * Ensure all ICT equipment and resources are ready for use in lessons as required. * Provide support to relevant extra-curricular activities and whole school events. * Participate in a rota to ensure the supervision of pupils in department areas at ‘social times’ during the school day. * Co-ordinate travel arrangements for school trips including compiling travel quotes, booking travel, online check in etc. * Provide admin support services to the department as required. * Produce learning resources as required by the department. * Check computer paper stocks and computer ink levels in Studios. * Ensure sufficient Art materials available and maintain a stock take record. * Mix photography chemicals and develop negatives. * General upkeep of the department. * Attend Art and Design Meetings.   **Teaching Support**  Duties will be advised by a member of the Art and Design Department or written on whiteboard in the Art Department Staff Room and will include:   * Making canvases. * Making and cleaning Silk Screens. * Checking and setting up sewing machines for lessons. * Maintain and support the use of the laser cutter. * Supporting intensively practical lessons, such as Clay and Printmaking. * IT skills to ensure ability to use different software and SIMs. * Placing purchasing requisitions and receipting approved purchase orders for specialist art department materials and equipment on the school’s purchase ordering system. * Collecting stock from different shops if necessary. * Receiving, checking, maintaining and putting away stock. * Putting up and taking down displays. * Exhibiting work throughout school and in the community. * Helping with marketing the School. * Assisting in lessons when required. * Stacking kiln and storing wet/dry work. * Supporting students with visualizations/sculpture/printing etc. * Creating publicity material i.e., flyers, tickets, posters etc. for events. * Storing examination work. * General cleaning and tidying of the Art Department. * Willingness to be pro-active and supportive in maintaining the high standards of the lessons and extra-curricular activities in the Creative Arts Department. * Accompanying trips and supporting events including the annual fashion show and annual musical production.   It is essential that the Technician has Photoshop skills to enable support of students and staff with work such as visualizations of final pieces and to create publicity material for upcoming departmental events.   1. **Health and Safety**      1. Supporting the Head of Department in ensuring that risk assessments are kept up to date and employed for all relevant activities, reminding relevant members of staff if they are not. 2. Supporting the Head of Department in ensuring that correct and safe procedures are used during the preparation and setting up of lessons, activities, events and exhibitions both in the Art Department and in other areas of the school in accordance with current CLEAPSS and COSHH guidelines; that all relevant hazard information accompanies practical activities taking place in the department and consult with the teacher (or intervene with the pupil directly) if there are indications of unsafe procedures being used within the classroom; ensure the correct disposal of chemicals, paints, solvents and other waste according to COSHH regulations. 3. If qualified, provide emergency first aid to staff and students; be aware of all relevant emergency procedures and take prompt action to deal appropriately with studio emergencies such as spillages, cuts, burns etc. 4. **Management of resources** 5. Maintain the departmental inventory and undertake stock control and purchasing of equipment, materials, textbooks and audio-visual resources in order to ensure that appropriate levels of stock are held and that replacement supplies are obtained before stock runs out. 6. Manage, within the constraints of space, the safe, secure, organised and tidy storage of all the above. 7. Ensure that the work area is kept tidy and that all equipment is clean and in good working order. 8. Arrange for the testing and/or servicing of equipment at required intervals, and for repairs to be undertaken when necessary; undertake minor repairs within own level of competence. 9. Ensure that the Department area is well-maintained, tidy and welcoming for staff and girls and visiting prospective parents. 10. **Marketing and Recruitment** 11. Assist in the production of all Art Department materials using school branding and standard guidelines as produced by the Marketing Office. 12. Assist the Art Department on Open Days and any other events that might be planned. 13. **Training & development** 14. Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills and keep up to date with technical and health and safety requirements relevant to the job. 15. Hold an up-to-date first aid qualification or have a willingness to obtain the relevant qualification through school. |
| **General requirements** | All school staff are expected to:   1. Work towards and support the School vision and the current School objectives outlined in the School Development Plan. 2. Contribute to the successful implementation of the EPQ and Arts Awards programmes in the Sixth Form as requested and be prepared to supervise the research work and project. 3. Contribute to the School’s programme of extra-curricular activities. 4. Support and contribute to the School’s responsibility for safeguarding students. 5. Work within the School’s Health and Safety Policy to ensure a safe working environment for staff, girls and visitors. 6. Work within the GDST’s Diversity Policy to promote equality of opportunity for all girls and staff, both current and prospective. 7. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with girls, parents and colleagues. 8. Engage actively in the performance review process. 9. Adhere to Policies as set out in the GDST Council Regulations, GDST Hub and GDST circulars. 10. Undertake other reasonable duties related to the job purpose required from time to time. 11. Cover for absent colleagues and invigilate internal examinations as required. 12. Undertake a share of staff duties. 13. Attend key school events such as Prizegiving and Open Days. 14. Be a positive role model to staff and pupils. 15. Adhere to the Newcastle High School for Girls GDST dress-code. |
| **Review and Amendment** | This job description should be seen as enabling rather than restrictive and will be subject to regular review. |

**Person Specification**

**Skills Required**

|  |  |
| --- | --- |
| Well organised, able to approach work methodically, prioritise and meet deadlines | Essential |
| Good written and verbal communication skills | Essential |
| Competent at reading and following verbal and written instructions | Essential |
| Good interpersonal and team working skills | Essential |
| Good manipulative/manual handling skills | Essential |
| Confident IT user, conversant with Microsoft Office applications and other schoolwide and Art specific software including Photoshop and graphic design applications | Essential |
| AV, multi-media, video camera and video editing skills | Desirable |
| Ability to coach students - particularly in design options of GCSE and A Level | Essential |
| Be creative with a genuine interest in Art, Design, Graphics and Textiles | Essential |
| Carpentry skills - set and prop design and building | Desirable |

**Knowledge Base**

|  |  |
| --- | --- |
| Good, basic background knowledge of Art, Design, Graphics and Textiles | Essential |
| Knowledge of service and maintenance requirements for Art Department equipment | Essential |
| Detailed knowledge of particular equipment or applications such as silk screen, laser cutter, kiln etc | Desirable |

**Qualifications/Attainment**

|  |  |  |
| --- | --- | --- |
|  | Level |  |
| GCSE Maths, English (or equivalent qualification) | Grade C or above | Essential |
| ‘A’ level in at least one academic discipline (or equivalent qualification) | Grade C or above | Desirable |
| A relevant technician qualification | NVQ 2 or above | Desirable |
| A first aid at work qualification or willingness to obtain |  | Essential |

**Attitude/approach**

|  |  |
| --- | --- |
| Reliable and good time-keeper | Essential |
| Able to work calmly and respond to occasions when work needs to be done quickly (during the ‘turn around’ between lessons) | Essential |
| Discreet and able to deal with confidential information | Essential |
| Willingness to contribute to extra-curricular activities and school events | Essential |
| Flexible in hours in order to work weekends, after school and evenings | Essential |