**Art Technician Job Description  
GRADE:**

**Post:** CreativeArts Technician

**Salary Grade:** Grade D/E £23,500 - £25,979 pro rata to term time only

**Responsible to:** Faculty Leader for Creative Arts

**Hours of Work:** Term time only (195 days) + 4 days  
 37 hours per week, 8.15am - 4.15pm (3.45pm on Fridays)

Some Flexibility is required to support Creative Arts shows

**Core Purpose**

The Creative Arts technician will:

* Provide technical support for the Creative Arts Faculty
* Assist staff with preparation and maintenance of materials equipment and facilities
* Support staff and pupils in various artistic disciplines including art, textiles, ceramics, music and drama

**Responsibilities**

1. **Support class teachers in effectively delivering lessons through** assisting staff to maintain classroom areas, setting up and clearing away materials and equipment for lessons; Carrying out regular maintenance duties of stock and equipment ensuring they are in good working order; controlling and requisitioning stock including basic materials; Assisting with the handling, storing and loaning of materials and equipment to pupils and staff; Providing 1:1 or small group support as directed by teaching staff; Assisting teachers with the production of teaching materials.
2. **Support staff and pupils with examinations through** setting up equipment, preparing materials, and ensuring a smooth and organised environment for practical and written assessment; Supporting with the compilation of required NEA evidence as directed by teaching staff; Organising and supervise art study facilities for students in Key Stages 4 and 5 during the holidays, ensuring availability for 2 days in the Easter and May holidays to support exam preparation and coursework completion; Providing invigilation support during examination periods.
3. **Support Staff and pupils to use technical equipment safely through** Training students and staff on the proper use of equipment and software relevant to the Creative Arts curriculum; Developing and updating user guides and instructional materials for technical resources; Assisting with developing pupils technical skills, project development, and artistic techniques; Operate and maintain the ceramics kiln, ensuring safe and efficient firing processes.

1. **Ensure the facilities comply with health and safety regulations through** ensuring policies and procedures are adhered to; Keeping accurate records and inventories; Conducting regular maintenance and safety checks on all equipment and facilities Writing and maintaining risk assessments including COSHH assessments.

1. **Support the wider development and needs of pupils through** Supporting extra-curricular activities and trips; Running and supervising a KS3 art club; Providing technical and administration support for school events such as plays, concerts, exhibitions, visits and other performances; providing first aid cover as required
2. **Demonstrate the highest levels of personal and professional conduct** through upholding public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school; having proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality; demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community; respecting individual differences and cultural diversity; promoting the safety and wellbeing of pupils, and helping to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and the school’s child protection policy; providing day-to-day safeguarding for pupils through meeting the Whickham school safeguarding policy; attending relevant CPD; using CPOMS to accurately record and act upon safeguarding issues; ensuring good communication with parents and appropriate external organisations in meeting safeguarding needs, including off-site providers.

**Other duties**

Dependent on grading, providing cover for staff as and when required.

1. **Ensuring that pupils make progress in cover lessons by** supervising and actively engaging with whole classes during the short term absences of teachers; establishing constructive relationships and communicating with other relevant professionals in partnership with curriculum staff to support student’s learning and progress; establishing positive working relationships with students, acting as a positive role model and setting high standards; supporting all students consistently, whilst recognising and responding to their individual needs.

**Knowledge/Qualifications/Experience:**

* A qualification or experience in a relevant creative arts discipline.
* Ability to communicate effectively at all levels.
* Ability to use relevant technology & equipment or willingness to be trained.
* Ability to use IT for administrative purposes.
* A relevant first aid qualification or willingness to be trained in first aid.

**Skills and Abilities:**

* Technical proficiency in operating and maintaining various types of equipment used in visual arts, performing arts, music, textiles, and ceramics.
* Strong organisational and multitasking skills, with the ability to manage multiple projects simultaneously.
* Excellent communication and interpersonal skills, with the ability to work collaboratively with teachers, students, and other staff members.
* Problem-solving skills and the ability to troubleshoot technical issues quickly and effectively.
* Flexibility and adaptability to support a dynamic and creative learning environment.

**Staff Development:**

* To undertake training relevant to the role performed, ensuring continuous professional growth and staying updated with the latest advancements in the field.

**Work Environment:**

* The role may require working outside of regular hours to support events and performances.
* Physical ability to lift and move equipment, as well as to perform maintenance tasks that may involve bending, reaching, and working at heights.

**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)

Date………………………………………………………………..