

TITLE OF POST:	Creative Arts Technician
GRADE:	APT&C Scale 3
PURPOSE OF POST:	To provide technical assistance for lessons in Art, Design and Photography. Post includes ordering and maintaining Art & Design materials
DATE OF APPOINTMENT:	September 2024
LINE MANAGER:	Curriculum Leader Creative Design
HOURS:	36 hours per week, term-time only (plus 5 INSET Days + 5 Additional days per year as directed – total 40 weeks) <i>To work flexibly between the hours of 8.00am and 4.00pm</i>

JOB DESCRIPTION

1. To participate and assist in the management of systems for providing support to Art, Design, and Photography.
2. To participate and manage the systems for providing support to the Art, Design and Photography areas.
3. To prepare curriculum materials and resources as determined by the Art, Design and Photography Curriculums including preparation of clay resources, firing the kiln and organising glazes.
4. To monitor the use and ensure development and maintenance of resources within the Art, Design and Photography Curriculum areas.
5. To advise in the purchasing of curriculum materials for use in Art through liaison with Curriculum Leader of Art, Design and Photography.
6. To undertake relevant training to manage such resources.
7. To undertake relevant Health and Safety training in use of equipment.
8. Providing classroom assistance/support to students in the use of materials and equipment, including developing photographs in the darkroom
9. To complete daily, weekly and module tasks for Art, Design and Photography.

The postholder will be expected to undertake such tasks as are commensurate with the position and on the direction of the Head Teacher

Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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SELECTION CRITERIA

1. Recent experience of work in a school or Creative Arts environment with knowledge of media, techniques and processes
2. Proven organisational skills and ability to work to deadline
3. Good interpersonal skills and ability to communicate effectively both orally and in writing, including dealing with people at all levels
4. Excellent ICT skills in areas of Creative Design and experience of photography/kiln desirable
5. Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach
6. Ability to work under pressure and ensure that deadlines are met
7. Ability to organise workload and to work on own initiative
8. Ability to offer training and support to staff and students – some in lesson support when required
9. Willingness to work to further the School’s aims with regard to equal opportunities and raising achievement
10. Desire and willingness to develop professionally – an interest in education and delivering quality first teaching desirable
11. Willingness to work cooperatively towards the aims of the school
12. Commitment to the provision of Equal Opportunities for all students in all aspects of their education throughout the school