

JOB ROLE: Art and Design Technology Technician

PAY BAND: 4

HOURS: 37 per week/40 weeks per year (term time only plus one week)

REPORTS TO: Curriculum Leader: Art and Design Technology

Mayfield School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Mayfield School and its Academy Committee are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purposes:

To support teachers by providing advice and support in the practical and technical aspects of the Art and Design Technology curriculum by preparing, providing, maintaining, organising and managing resources for safe, clean and secure practices across the faculty.

To work within the classroom with students, as directed by the teacher, supporting safe and sensible behaviour during practical tasks.

To be able to prioritise own work and be versatile in working across all areas of the Art and Technology Faculty.

Improving the learning environment of the school in completing construction and display commissions.

To be a tutor and play an active role in the contribution to their House ethos.

Accountabilities:

1. Art and Design Department (Reporting to the Faculty Curriculum Leader)

The following duties relate across the Art and Design Technology Faculty and will be required to be carried out when assisting in any of the faculty subjects:

- a. Set up demonstration equipment, prepare and construct materials/
- b. Assist in the setting up of resources prior to lessons including the preparation of materials and related equipment used.
- c. Assist in the cleaning up of resources after lessons including the materials and related equipment used.
- d. Assist with the learning of students within the Art and Design Technology Faculty, by demonstrating practical skills when required.
- e. Demonstrate the correct and safe use of equipment for students and staff providing continuous support and advice on safety during practical work.
- f. Carry out routine duties to ensure the efficiency of the department:
 - o Top up consumables, tapes, paper, graphics equipment, off-cuts etc as required

- Clear and clean all sink areas in all the Art and Design Technology Faculty's classrooms
 - Ensure each room is supplied with hand towels.
 - g. In accordance with Health and Safety regulations, maintain and take care of the stock and equipment, including periodic visual and/or physical safety checks:
 - Routine visual checks of equipment to include power leads, furniture, cookers and sewing machines
 - Organise and maintain the orderly and safe storage of consumable materials in the Faculty's stores
 - i. Order materials associated with the Art and Design Technology Faculty and maintain an order book ensuring best value for the school, including local shopping and the craft bank.
 - j. Control and safely store hazardous substances, specialised solutions and chemicals ensuring they are kept securely locked and their use is controlled solely by the Art and Design Technology Faculty.
 - k. Have an active role in arranging/changing displays in the classroom and corridors as directed by the Curriculum Leader.
 - l. Perform administrative duties within the faculty including the collection of monies and photocopying.
2. Accountabilities within Whole School
- a. To provide technical, skilled support in other areas of the curriculum as required.
 - b. To be responsible for maintaining school display and develop the visual learning environment in all Art and Design Technology classrooms and corridors.
 - c. To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.
 - d. To participate in professional learning (including INSET and twilight INSET sessions) and Appraisal, contributing to the identification of own professional development needs.
 - e. To participate in the Personal Development curriculum for our students, leading events as required.
 - f. To participate professionally in own line management meetings, appraisal review meetings and team meetings.
 - g. To promote students wellbeing by undertaking supervision of students during break times as timetabled on a daily basis.
 - h. To attend staff meetings, as published annually in the whole school diary.
 - i. To take responsibility for your own wellbeing.
 - j. To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.
 - k. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

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date: _____

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