

JOB DESCRIPTION

NAME OF SCHOOL:	Forest Hill School
POST TITLE:	Art , Photography, Design Technology, Product Design and Food Technician
RESPONSIBLE to:	Teaching & Learning Lead Teacher Art/DT
SALARY GRADE:	Scale 3 (Subject to evaluation)
HOURS:	35 hours a week, Term Time only, 39 weeks per year (includes 5 days INSET)

Main Purpose of the Post

- To provide effective support to the teaching and learning provision of the Design and Technology and Art Departments.
- To assist in whole school provision of display advice and support.

Duties and Responsibilities

- To be responsible for the preparation and maintenance of equipment, chemicals, tools, materials and resources for Design and Technology, Product design, Food technology, Art and Photography Departments.
- To be responsible for the cleanliness and safety of workshops, classrooms and store rooms.
- To ensure stocks of consumables and tools are maintained and checked.
- To carry out a range of departmental administration duties.
- To assist with the organisation of school visits.
- To carry out risk assessments.
- To assist with use of equipment when necessary.
- To manage the use of the kiln when necessary.
- To manage the departments social media accounts in compliance with child protection and own discretion.
- To be involved in a range of Design & Technology/ art related extra-curricular activities.
- To provide prioritised display support and advise throughout the school.
- To comply with relevant school policies
- To comply with national legislation
- To participate in training and development for continued personal development
- Prepare and curate exhibitions for events throughout the year and for exam moderation.
- To carry out other duties commensurate with the level of the post as required.

PERSON SPECIFICATION

Title: Art & DT Technician

Grade: Scale 3

School: Forest Hill

KNOWLEDGE SKILLS (Essential requirements)

Knowledge of ICT

Working knowledge of relevant policies/codes of practice and awareness of relevant legislation

Ability to self-evaluate learning needs and actively seek learning opportunities

Ability to work independently, using own initiative to meet deadlines

To work as part of a team, to help staff and pupils to progress in the area of art

Good communication and interpersonal skills

Aptitude:

Ability to use initiative

Ability to learn and use new systems quickly

Able to work flexibly adapting to changes in work priorities as needed

Able to maintain confidentiality in all circumstances

Ability and commitment to provide a quality responsive service

Personal Qualities:

Reliable attendance

Must meet LBL requirements for the post

Equalities

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities

This post requires a commitment to and an ability to contribute to safeguarding and promoting the welfare of children and young people.

Signed _____ Date _____