



FOREST HILL SCHOOL

Dacres Road, London SE23 2XN

Boys 11-16, Mixed 16-18

Tel. 020 8699 9343

www.foresthill.lewisham.sch.uk

POST TITLE: Art & Photography Technician
RESPONSIBLE to: Teaching and Learning Lead of Art & DT
SALARY GRADE: Scale 3 spine point 5-6 £28,545 – £28,977 pro rata

The post holder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and good policies.

The Governing Body reserve the right to amend the job description at any time after consultation with the post holder.

MAIN PURPOSE	Under the guidance of senior staff: Provide general support for both students and teachers in both curricular and extra-curricular activities in Art & Photography. To include preparation and maintenance of resources.
MAIN ACTIVITIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Supplies ordering – Collecting, totalling and forward these art and photography orders based on plans provided by the teacher for the HOD to order 2. Supplies stock control – Ensuring all stock deliveries are checked and stored appropriately and that stock is monitored. 3. Preparation for practical lessons – Ensuring that resources and equipment are prepared and set up for lessons according to teacher's requests. 4. Preparation of resources – Completion of photocopying, laminating and display tasks. 5. Maintenance of an organised environment - Ensuring that all resources and equipment are appropriately stored. Deliveries to the department are checked, unpacked and put away. This also includes the organisation of materials at the end of practical lessons 6. Support with the exam process – The organisation and documentation of exam work, including mounting and display for the moderation process

	<p>7. Support of Pupils and Teachers –</p> <p>Art:</p> <ul style="list-style-type: none"> - To display students Art work throughout the Art Department, around the school and on social media - To ensure materials for painting and printing inks are prepped for lessons, correctly stored and replenished where needed - To organise student work after painting or printing lessons - To unload and store the students ceramic work safely keeping the flow of work in and out of the kiln room manageable. - To prepare or recycle clay and prepare glazes for use in ceramic workshop lessons. - To load the kiln and fire ceramic work using the kiln safely. - To ensure the Kiln is inspected annually and the certificate is issued and displayed. - To maintain a work log of jobs undertaken and completed. <p>Photography:</p> <ul style="list-style-type: none"> - To assist students and staff when working using 3D materials, digital media and dark room processes - To ensure that the cameras are kept securely and charged before lessons. - To upload, edit and print photos where needed - To support with shoots in and out of the lesson - To set up and pack away any studio or darkroom equipment as needed
SUMMARY OF RESPONSIBILITIES	<p><u>Support for Pupils:</u></p> <ol style="list-style-type: none"> 1. Use specialist skills/training/experience to support students 2. To ensure that the Art & Photography rooms are safe and stimulating environments and are a safe place to work and learn. 3. To help in the delivery and demonstration of art techniques for students in lessons in partnership with the class teacher. <p><u>Support for the curriculum:</u></p> <ol style="list-style-type: none"> 4. To maintain and control systems for storage, stock control and ordering of consumables and items of capital equipment in liaison with Head of Department to the departmental budget 5. Maintenance of specialist equipment; check for quality/safety; undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others 6. Demonstrate and assist in the safe and effective use of specialist equipment/materials 7. Provide specialist advice and guidance as required <p><u>Support for the School:</u></p> <ol style="list-style-type: none"> 8. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person 9. Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop

	<ul style="list-style-type: none"> 10. Contribute to the overall ethos/work/aims of the school 11. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students 12. Attend and participate in regular meetings 13. Participate in training and other learning activities and performance development as required and ensure training is implemented to support the progress of the students and smooth running of the department 14. Recognise own strengths and areas of expertise and use these to advise and support others 15. Implement planned supervision of students out of lesson times e.g. clubs/extra-curricular activities <p>Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.</p>
EQUALITIES	<p>Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.</p> <p>This post requires a commitment to and an ability to contribute to safeguarding and promoting the welfare of children and young people.</p>

PERSON SPECIFICATION

EXPERIENCE (Essential Requirements)	Experience in working with paints, printing inks, photography and ceramics
QUALIFICATIONS/TRAINING (Essential Requirements)	NVQ 3 or equivalent qualification or experience in relevant discipline Good numeracy/literacy skills
KNOWLEDGE/SKILLS (Essential Requirements)	<ul style="list-style-type: none"> • Effective knowledge and use of ICT, digital cameras, photoshop and other specialist equipment/resources • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation including Safeguarding policies relating to social media • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Ability to work independently, using own initiative, to meet deadlines • Ability to work as part of a team, to help staff and students to progress in the area of art and photography • An awareness of the need for a safe, hygienic and stimulating working environment • An understanding of the requirements of working to a tight budget • Excellent communication and interpersonal skills
APTITUDE	<ul style="list-style-type: none"> • Ability to work independently, using own initiative to meet deadlines • 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, demonstrating professional and tactful approach to work and dealing with customers • Ability to advise managers and others correctly and in appropriate manner
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Flexibility of approach to working hours when required, with notice, to attend meetings or to work outside of core working hours • The understanding that working in schools will sometimes, with notice, entail the preparation for and attendance of evening celebration events and performances • The understanding that working in schools will often require working to tight deadlines • Reliable attendance and time keeping • Must meet London Borough of Lewisham requirements for the post
EQUALITIES	<ul style="list-style-type: none"> • To operate a positive commitment to the Council's Equality

	<p>and Diversity Policy and to ensure that it is implemented within the service area of the post</p> <p>This post requires a commitment to and an ability to contribute to safeguarding and promoting the welfare of children and young people.</p>
CIRCUMSTANCES	<p>The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status then they will be required to complete an application only if recruited to this post.</p>