

**Art Technician (Part-Time 0.5)**

**Job Description**

## Main Purpose of Job

We are looking to recruit an exceptional art technician with the ability to support the Art & Design department to deliver outstanding teaching and learning provision on our Vocational and A level courses. This post will provide the opportunity to be part of a large, lively and vibrant Creative Arts team.

**Art Technician role**

* To support Art & Design teaching staff with the delivery of creative workshops/classes through preparing spaces, providing materials and responding to teacher requests
* To support art students with their creative work through the preparation of a variety of materials and resources
* To help maintain digital equipment (cameras, iPads etc) and ensure they are regularly charged, and available for use by staff and students.
* To ensure resources for large scale printing are regularly checked and stocked.
* To assist in the booking of digital equipment for use in and out of sessions.
* To maintain equipment within the areas, ensuring maintenance and service records are kept up to date in line with requirements
* To ensure that resources and materials are always stocked and available
* To be responsible for the ordering of new materials/resources
* To help maintain the art spaces to an appropriate standard conducive to creative learning

**School of Creative & Performing Arts**

* To be involved with the promotion of the School of Creative & Performing Arts activities across the College and at external events
* To develop and maintain links with relevant industries and partner organisation
* To contribute to enrichment and enhancement activities within the Creative Arts area

**Pastoral**

* To take an active role in the selection, induction and support of students
* To act as a personal tutor as required
* To promote and safeguard the welfare of all students
* To meet the individual needs of all students to ensure all have an equal chance of success whilst actively taking necessary steps to narrow the achievement gap of any groups of learners

**Personal Development**

* To undertake staff development and attend staff meetings as required and requested.
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post.



**Art Technician**

**Person Specification**

**Qualifications**

* Relevant degree
* Evidence of continuing professional development

**Knowledge/Experience**

* Successful technician experience within an art department
* Knowledge of Apple Mac and Adobe Suite
* Experience of organising extra-curricular activities and opportunities
* Experience of effective team working and promoting effective relationships between staff and students
* Ability to develop supportive working relationships with parents and other key stakeholders
* Knowledge of curriculum and assessment issues
* Awareness of curriculum developments and national initiatives in art & design teaching
* Knowledge of safeguarding issues
* Knowledge of equality and diversity issues

**Skills/Attributes**

* Good inter-personal skills
* Ability to manage and resolve a range of situations in the best interests of the students
* Ability to contribute to the whole Sixth Form College experience
* Effective communicator
* Flexible approach
* Logical approach to problem solving
* Excellent IT, information management and reporting skills

**Additional Requirements**

* Willingness to work flexible hours

**Post Information**

* Reports to Head of School of Creative & Performing Arts
* Salary – £25,347 – £26,814 (FTE) - Actual Salary - £11,083 - £11,724
* Hours – 18.5, Term Time only + 2 weeks
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.