



- Job Title:** Art, Design and Technology Technician
- Hours of Work:** 22 hours per week term time only over 3 days, 8.30am to 4.30pm
(Plus 5 hours a week Teaching if you have QTS)
- Grade:** Scale 2, points 3 - 4
- Actual salary:** £11,426 - £11,615
(Plus 5 hours a week teaching salary if you have QTS)
- Line Manager:** Head of Art Design Technology and 2nds in Department in the Head of Department's absence
- Main Purpose:** To work directly with students and support their practical work, support teaching staff by preparing materials and maintaining displays and play an active role in extracurricular activities
- Maintain a good working environment in the Art, Design and Technology classrooms, workshop and studio and liaise with site staff where necessary
 - Keep sketchbooks, portfolios and booklets organised and stored correctly
 - Be responsible for maintaining machines, materials and resources across the department
 - Maintain resources, media and materials in good order, replacing and restocking when necessary as well as ensuring their availability across the department. The use of IT skills will be vital in this process
 - Using the photocopier, prepare resources, booklets, lesson materials and cover work
 - Liaise with the Reprographics department when necessary
 - Organise previous coursework and examination work for storage and collection
 - Prepare necessary coursework and examination work in preparation for GCSE internal and external moderation
 - Liaise with administrative staff when necessary, including the accounts department
 - Ensure the computers, laptops and iPads are in good order, charged and report faults to the ICT Technicians
 - Work as a team with the other technicians to ensure the active jobs lists and daily jobs list is maintained and completed
 - Carry out a stock inventory and prepare orders when required
 - Prepare sketchbooks, workbooks and booklets ready for the new academic year
 - Responsible for the general upkeep of all exhibited work within the department, rearranging or replacing displays when required
 - Ensure a clear understanding and training in regard to Health and Safety and Health and Hygiene regulations
 - Work within the Performance Management process of the college to evaluate performance and take advantage of training and development available
 - Follow Health and Safety and Safeguarding procedures as per the college handbook and training
 - Undertake any other duties requested by the Line Manager appropriate with the post

- If you have QTS, an opportunity to teach Art, Design and Technology for up to 5 hours a week

NOTES

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Signed

Date