

Job Title:	Design Technology & Art Technician
Reports to:	Head of Design Technology and Head of Art
Full Time/ Part Time:	Part Time, Term Time Only
Role Summary:	<p>The DT and Art Technician will provide technical support to the relevant departments through the preparation of tools, equipment, and materials for lessons.</p> <p>The DT and Art Technician will also undertake a practical health and safety role for the relevant departments.</p>

The Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The technician role forms a central part of the work of the departments, and will work closely with teaching staff to support, develop, and further extend the work of the departments and the experiences of the students.

Main Duties and Responsibilities:

- Provide technical support and assist staff during lesson time as required
- Maintain machinery and equipment in accordance with health and safety requirements, including CAD CAM equipment
- Carry out a range of administration duties including preparing cover work, teaching materials and booklets
- Prepare materials and equipment for practical lessons
- Maintain and monitor consumables and equipment to ensure all pupils can access a wide range of materials and processes as part of their Art and Design and Technology provision
- Undertake any Health and Safety training as required by the HOD
- Maintain departmental displays of work both in the Art and Technology area, around the school and for the annual Art Exhibition
- Promote and raise the profile of both subjects within and outside the school

Health and Safety

- Safeguard the pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment
- Communicate regularly with the Director of Operations any Health and Safety issues regarding the welfare or safety of the pupils
- Be familiar with the school's fire safety procedures and participate in fire drills

Safeguarding

- All members of staff are required to promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Safeguarding and Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a teacher becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the Designated Safeguarding Leads.

Person Specification		
	Essential <i>These are qualities without which the Applicant could not be appointed</i>	Desirable <i>Extra qualities which can be used to differentiate applicants</i>
Qualifications	<ul style="list-style-type: none"> • Educated to A-Level or equivalent. • Minimum 5 GCSE's or equivalent including Maths and English 	<ul style="list-style-type: none"> • A degree in Art or Design
Experience:	<ul style="list-style-type: none"> • Educated in Art and Design • Experience of working in art or design 	<ul style="list-style-type: none"> • Experience of working in a ceramic studio • Experience in fabrication using wood, metal, or polymers
Skills/Knowledge	<ul style="list-style-type: none"> • Strong organisational skills • Excellent knowledge of Word, Excel, Outlook • High level of attention to detail and accuracy in all work undertaken • Ability to work calmly under pressure, multi-task and manage a diverse workload • Good level of spoken and written English 	<ul style="list-style-type: none"> • Knowledge of child protection and safeguarding policies • Knowledge or willingness to learn computer aided design using tools such as Photoshop and 2D Design
Personal attributes and qualities	<ul style="list-style-type: none"> • Energetic and approachable with excellent communication, organisational and interpersonal skills • Creative thinking skills and ability to bring fresh ideas to the Art and Design & Technology departments • Ability to build and maintain strong relationships • Flexible with a 'can-do' approach and able to work effectively and use initiative without constant supervision • Proactive approach to work and meeting targets • Ability to maintain in strictest confidence any information received concerning School matters • Patience and a sense of humour! 	