



CROFTON ACADEMY JOB SPECIFICATION

Job Title: Art and Textiles Technician

Grade:

Job Evaluation Code:

Contractual terms: Permanent, Term time hours – 25 hours per week + 5 Inset Days

Reporting to:

Co-ordinator of Art and Head of Textiles

Location: CROFTON ACADEMY

Service Area: Education

FAMILY SERVICES:

Workstyle: Based in Art and Textile Departments

Overall Purpose of the Post:

- Provide specialist technical support to the Art and Textiles Department by preparing and maintaining the relevant equipment and resources required by staff and students.
- To be responsible for the stocktaking and secure storage of both departments consumable stock
- To be responsible for the maintenance of all tools and machinery within the departments and to ensure staff are trained in their use
- To promote both departments by presenting and displaying pupils work, setting up and running both internal and external competitions as well as organising visits to exhibitions and setting up workshops with working Artists and Craftspeople
- To prepare, organise and deliver lunch-time workshops for pupils in both disciplines
- Ensure that health and safety in the Art and Textiles areas is paramount at all times
- Committed to the safeguarding and promotions of the welfare of young people.

REQUIREMENTS FOR THE POST

	ESSENTIAL	DESIRABLE
Qualifications/Training	GCSE in Mathematics, English and Art or Textiles NVQ2 or equivalent qualification or experience in relevant discipline	A level or equivalent in Art or Textiles. HLTA or teaching qualifications or experience First Aid qualification.
Knowledge	Understanding and knowledge of safeguarding, child protection, data protection and health and safety. Specific knowledge of machinery eg kiln firing, computerised embroidery machine and sublimation printer. Considerable knowledge of the operation of tools and equipment.	Knowledge of relevant policies/codes of practice and awareness of legislation. Good knowledge of health and safety in Art and Textiles classrooms Knowledge and experience of using a laser cutter
Experience	Experience of dealing with a wide variety of people. Experience of working in a busy environment where the demands are immediate and varied. Experience of using a range of equipment and new technologies associated with Art and Textiles.	Experience of working in an educational environment. Some experiences of working in the field of Art and/or Textiles. Experience of using SIMS programme and pupil tracker
Physical Skills	Ability to communicate well with children and adults. Ability to prioritise and manage own workload. Be able to use their own judgement and be able to work to tight deadlines. Good ICT skills. Some lifting and manipulation of clay required.	
Competencies and other skills required	The ability to work effectively and collaboratively as part of a team. Good oral and written communication. Be able to work using own initiative without excessive supervision. To be creative, imaginative and have a passion for Art and/or Textiles. Ability to organise pupil technicians to assist in the Art &Textile Department. Able to deliver training and instructions as required to staff and students in the safe use of equipment and machinery.	Experience or qualification in teaching of Art +/-or Textiles

Key Outcomes/Activities

General Academy Responsibilities

- Contribute to and uphold the vision and ethos of Crofton Academy.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.

Health & Safety Responsibilities

- Demonstrate to both staff and students safe use of Art and Textiles specialist equipment.
- Ensure hazardous substances are disposed of safely in consultation with the Premises Manager.
- Clean equipment and resources within Art and Textiles areas, to help maintain a purposeful, clean, orderly and productive working environment.

Technical Equipment Responsibilities

- Monitor, oversee and order Art and Textiles stock, supplies, and catalogue as required.
- Undertake ad hoc basic repairs and modifications within own capabilities, on items like sewing machines, guards etc, checking they are safe to use, and report damage to the Department Head.
- Support the Teacher of Art and Textiles as required, for example with complicated practical lessons
- Input data for staff on the tracking system
- Move equipment and apparatus from room to room as required to ensure classrooms and workshops are equipped for lessons in a timely manner
- Maintain records as requested providing general clerical admin support, including for example, photocopying, forwarding invoices to Finance team etc
- Mount work for display, ensuring all displays are relevant, up to date and promote pupil achievement

Promotion of the Art and Textile departments

- Be responsible for the selection, appointment and management of pupil technicians to assist in the running of the Art & Textile departments.
 - To promote the role of pupil technicians amongst the pupil body by addressing year groups in assembly and advertising in classrooms
 - To create an appropriate mechanism for selection, application form, interviews by staff and pupils. Conduct the interviews
 - To induct new technicians into their role
 - To create a work rota for both curricular areas
 - To oversee and take responsibility for all Pupil Technicians
- Be prepared to organise and run lunch time clubs in Art and Textiles
 - To create a programme of workshops which are appropriate to the pupils age and abilities (ensuring it's content is relevant, challenging, creative and educational)
 - To ensure resources and examples are produced to enable progress and learning to take place
 - To independently run 3 Art and 2 Textile workshops during the lunchtime period. Being in sole charge and responsible for all preparation and reparation.
- Be involved in cross-curriculum events as required
 - To be actively involved in cross curricular events including STEM fest, Drama productions and the Art Summer Show, which may require additional hours out of the normal school

day. This may require the post holder to create props/costumes, running workshops and mounting Art work to a professional standard

- Promote Art and Textiles through the organisation and running competitions for students and organising educational trips to Galleries and events eg YSP and Clothes Show Live
 - The post holder will be responsible for researching and identify appropriate competitions for the range of pupils. These include in-house, local and national opportunities
 - Promote through assemblies and advertising
 - Act as a collection point for entries and ensure these are presented by the entry date
 - Ensure any successful winners are acknowledged in assemblies, the Academy Newsletter and via Promotion articles/photos in the local press
- Seek contact with local Artists and Crafts People who may be able to work with students
 - Research, contact and establish a working relationship with a range of Artist or Crafts people on behalf of the departments in order to use their work as inspiration for pupils and in order to establish opportunities for pupils to take part in workshops.
 - To work in collaboration with post 16 providers to advertise courses and career paths related to Art and Textiles
 - To promote and organise school trips to Galleries and events throughout the school year, extending the already established programme
- Promote Art and Textiles through own love and passion for the subjects
- Attend meetings as required
- Participating in training and other learning activities and performance management as required

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

<u>Responsibility for Resources</u>
Employees (Supervision): None
Financial: None
Physical: Responsible for ordering stocks and supplies, ensuring they are stored securely, safely and appropriately. Repairing and maintaining equipment. Preparing and maintaining displays of work (assembly of display boards for the summer Yr11 Art displays, special displays for Open Evening). Preparing and recycling clay.
Customers and Clients: <u>Responsible for People:</u> The postholder ensures the health and safety in the Art and Textiles classrooms of both students and staff. <ul style="list-style-type: none"> - To ensure all new equipment is delivered and set up to function - To ensure all staff and pupils are aware of its functions, how to use it safely and maintain its working order (staff are likely to receive training on a monthly basis, pupils on a daily basis) NB up to 8 staff require regular training <u>Responsibility for Policy Development:</u> The job involves no direct responsibility for policy development, however, all staff are expected to be involved in policy consultation. <u>Responsibility for Student Outcomes:</u> Within the Academy and due to the nature of the role, the job has some impact on the educational outcomes of students.
Working Conditions: Based in the Art and Textiles Departments.
Characteristics of the post: Employees are encouraged to participate in training activities in order to enhance their own personal development. The employment checks are required: <ul style="list-style-type: none"> • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications – see page 1 of this job specification • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults: Evidence of a satisfactory safeguarding check e.g. An Enhanced CRB Disclosure
Date completed: 14 th November 2013