

HESTON COMMUNITY SCHOOL

JOB DESCRIPTION: Design and Art Technician

Post Title	Design Technology and Art Technician
Overall responsibility:	Technician support
Reporting to:	Curriculum Leader DART
Disclosure Level:	Enhanced
Salary/Grade:	Scale 5 Pt 11 – 15 £24,030 to £25,809 Full-time 37 hours per week

Key Tasks and Accountabilities will include the following:

Strategic Purpose

You will be working as part of a large team in the combined Art and Design Technology curriculum areas of a Specialist Visual Arts school. There are two full time Technicians supporting this area and you will primarily take charge of facilitating the Resistant Materials and Food Technology subjects. However, you will also regularly support and be supported by the area's Art Technician. You will coordinate the practical delivery of the DT, Food and Art lessons and assist students and teachers both in the classroom and after school, as well as ordering, maintaining and managing the materials and equipment associated with Resistant Materials, Food and Art.

The School is prepared to offer relevant training to the successful candidate in identified areas of development and you will be willing to train and adapt to new curriculum area responsibilities where the need arises.

Key tasks and accountabilities will include the following:

- Maintain and monitor consumables and equipment to ensure all pupils are able to access a wide range of materials and processes as part of their Technology provision
- The Design Technology Technician will ensure that all Health & Safety requirements are met
- Carry out a range of administration duties including: inputting data, preparing teaching material, numbering textbooks, filing documents, making recharge lists, printing and laminating labels and notices.
- Research health and safety updates and keeping abreast of developments within the subject area
- Ordering materials and equipment in a timely manner
- Keeping detailed records of orders, invoices, deliveries and budgets.
- To maintain and monitor stock control and liaise with suppliers and the School's Finance Team.
- Preparing and setting up displays and exhibitions
- Offer help, support and advice to pupils as required, both within lessons and extra-curricular activities.
- The Design Technology Technician will be proficient in the use of CAD CAM equipment
- To provide technical support to staff during lesson time as required.
- To ensure that Food Technology and Textiles Rooms and equipment including sinks, cookers, fridges, sewing machines and worktops are kept clean, hygienic and tidy and that Health and Safety regulations are met, including advising students on safety aspects of particular work.
- Maintain aprons and ensure towels, fabrics, hand tools and cooking equipment is in clean, serviceable condition.
- To prepare materials & equipment for practical lessons
- Photocopying, reprographics and production of posters and leaflets
- The Design Technology Technician will maintain machinery and equipment
- Keep a daily record of visual checks on machines and equipment.
- Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Director of Design and Art
- Assist in the production of Risk and COSSH assessments.

- Be aware of Health and Safety requirements and setting an example of good practice when working with tools and machinery.
- Ensure the safety and tidiness of the workshops, classrooms, kitchens and storage areas daily
- Keep Health and Safety notices and equipment up to date.
- To complete both routine and non-routine checking, deep-cleaning, maintenance, calibration, oiling, sharpening, removing dust or foodstuffs, sterilising, testing and minor repairs to equipment and ensuring that these are carried out to the required standard and in a timely fashion.
- To undertake general workshop and classroom maintenance and DIY tasks, including the use of workshop machinery where required [soldering, band-saw, thicknesses, circular saw etc].
- To liaise with the school's IT and site teams regarding equipment, health and safety and the school premises
- To liaise with Teachers regarding projects, student progress and support required.
- To make samples and/or demonstrate techniques to students
- To identify and attend ongoing training, when required.
- To attend Team Meetings, events and prepare for parent's evening and open days, as required by the Team and School.

Key qualities:

The technician will be able to consistently use initiative and work without supervision to enable the smooth running of the DART curriculum area. The technician will be positive and energetic, have good interpersonal skills and teamwork, with a good attendance record. He/she will be familiar with workshop practices and Health and Safety in the Technology Classroom. The technician needs to be flexible, adaptable, practically minded, enjoy problem solving and have experience of working within at least one of the DT or Art subject areas. The technician will ideally have experience of working in a school environment and be proficient in the use of a number of IT applications. Having an interest in creative arts, culture and design would be advantageous.

CANDIDATE SPECIFICATION

Successful candidates are likely to be able to give evidence in support of all or most of the following:

Professional Skills and Experience

- Possess appropriate relevant qualifications and/or experience in a similar role, including excellent numeracy and literacy skills - 2 GCSEs [Grade C or above] in English and Mathematics or equivalent.
- Hold relevant qualifications at 'A' level or equivalent to at least NQF Level 3.
- Ideally, additional higher qualifications in Design Technology or Visual Arts. The post would particularly suit someone who might have studied or be preparing to study at Art College or embark on a degree or teaching qualification or similar in the design field.
- Provide evidence of fulfilling Higher Level Teaching Assistant [HLTA] standards or equivalent qualification or experience and with the potential to fulfil the HLTA standards within the first 6 months in post.
- Be IT literate and be able to operate software as required.
- Possess training in relevant learning strategies, eg literacy or possess specialist skills or training in a Curriculum Area, eg bilingual, sign language or IT.
- Have a full working knowledge of relevant policies, Codes of Practice and legislation.
- Be able to use workshop and catering equipment efficiently.
- Possess the ability to time manage and prioritise effectively in a busy environment.
- Have experience of organising and/or planning prioritising a demanding workload.
- Be able to manage own workspace and time.
- Be able to read and follow written and verbal instructions with precision.
- Have experience of showing assertiveness in difficult situations.
- Be able ideally to repair and maintain Arts and Technology equipment to a safe standard and have up to date Health and Safety training in using circular saws, chop saws, band saws, Planer, Thicknesses and related workshop equipment; experience of working with a kiln would be useful.
- Ideally, have experience of working in an educational establishment, in a laboratory, workshop or science based environment.
- Be able to manage risk in the workplace.
- Have experience of stock control and budgeting.
- Be able to use own initiative.
- Be able to remain composed under pressure.
- Be able to deal discretely with confidential information.
- Be able to identify and address own training and development needs.
- Show evidence of continued professional development.

People, Relationships and Communication

- Have a 'can do' attitude and most importantly the flexibility needed to work effectively in this role.
- Be personally committed to developing a distinctive and inclusive ethos in the School.
- Be able to relate to all students, staff, parents/carers and visitors in a positive and constructive way.
- Be able to communicate confidently and effectively with students aged 11 to 19 and with Teaching Staff and other professionals.
- Be part of a whole School Team which seeks and develops a variety opportunities to support and work with students.
- Be flexible and adaptable.
- Be helpful, friendly, approachable and professional at all times in dealing with people.
- Possess integrity, optimism, resilience, calmness and a sense of proportion.
- Be able to work constructively as part of a team, understanding the roles and responsibilities of others and your own position within these.
- Possess good written and verbal communication skills and be a good time manager.
- Can demonstrate enthusiasm, drive and a love for the job.
- Is committed to high personal standards at all times.

Heston Community School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services [DBS].

This Job Profile is current at the date shown but, in consultation with you, may be changed by your Line Manager or Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title. This Job Profile should be read in conjunction with the generic Job Description for teachers.

Heston Community School is committed to working in wider partnership which will promote wellbeing outcomes for young people.

Safeguarding Children

Context:

All staff are part of a whole school Team. They are required to support the values and ethos of the School and school priorities as defined in the School Development Plan.

This will mean focusing on the needs of colleagues, parents/carers and students and being flexible in a busy and pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 [2] of the Rehabilitation of Offenders 1974 [Exemptions] [Amendments] Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

This Job Profile is current at the date shown but, in consultation with you, may be changed by your Line Manager, to reflect or anticipate changes in the job commensurate with the salary and job title.