



## Job Description

<b>POST TITLE:</b>	Art & Textiles Technician
<b>GRADE:</b>	4
<b>HOURS OF WORK:</b>	Up to 32.5 hours per week (Term Time only)
<b>RESPONSIBLE TO:</b>	Head of Art and Technology
<b>PURPOSE OF THE JOB:</b>	To support the teaching staff to ensure the smooth running of the Art and Textiles Departments.

### MAIN RESPONSIBILITIES:

#### 1. Support for the Art & Textiles Departments

- Ensure an efficient service is provided for the Art and Textiles Departments, according to the needs and priorities determined by the Head of Art and Technology.
- Ensure that all equipment and machinery is adequately maintained and serviced regularly in order to support delivery of the curriculum.
- Ensure that adequate stock levels of materials and equipment are maintained.
- Prepare materials and equipment for use by students during practical lessons.
- Assist with the preparation of teaching resources.
- Ensure that specialist teaching areas are cleared after use and all equipment is cleaned as necessary and put away.
- To be an active member of the Art and Textiles Departments, keeping up-to-date with developments.
- To provide support in lessons.

#### 2. Support for the school

- Develop and maintain effective working relationships with staff and students.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Ensure that the requisite Health & Safety regulations, Codes of Practice, and School Policies are complied with for the safety of staff and students.
- Undertake any other duties consistent with the post as directed by the Head of Art and Technology.

### GENERAL NOTES:

- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

*Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).*



## Person Specification

**POST TITLE:** Art and Textiles Technician

Criteria	Essential	Desirable
<b>Educational Qualifications</b>	➤ Good educational background	➤ Textiles and/or Art related qualifications
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Experience of working in a practical environment (Art or Textiles)</li> <li>➤ Understanding of Health &amp; Safety requirements</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of working in a school or college</li> <li>➤ Experience of working with young people</li> <li>➤ Experience working within textiles and/or art environment</li> <li>➤ Experience working independently with small groups of students</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>➤ Keen interest in both Art and Textiles subjects</li> <li>➤ Ability to communicate with people at all levels</li> <li>➤ Good interpersonal skills</li> <li>➤ Good ICT skills</li> <li>➤ Ability to multi-task</li> <li>➤ Ability to work in a methodical and well organised way</li> <li>➤ Ability to prioritise workload and keep to deadlines</li> <li>➤ Ability to work on own initiative and as part of a team</li> <li>➤ Ability to adapt to change</li> <li>➤ Ability to learn quickly</li> <li>➤ Willingness to learn new skills</li> <li>➤ Ability to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>➤ Skills in Textiles</li> <li>➤ Art skills</li> <li>➤ Ability to research and source goods/equipment</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>➤ Appreciation of absolute confidentiality of information received in school</li> <li>➤ Ability to problem solve</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>➤ Confident working with adults and young people</li> <li>➤ Flexibility and a willingness to change/work additional hours when required to meet the requirements of the school</li> <li>➤ Willingness to undertake training, as required</li> <li>➤ Willingness to take a full and active role in school life</li> </ul>	



<b>Safeguarding Competencies</b>	<ul style="list-style-type: none"><li>➤ Commitment to promoting and safeguarding the welfare of all staff and students</li><li>➤ Demonstrates empathy for the concerns of others</li><li>➤ Shows respect for other's feelings, views and circumstances</li><li>➤ Seeks and uses professional support appropriately</li><li>➤ Can demonstrate flexibility of approach</li><li>➤ Shows a personal commitment towards safeguarding children</li></ul>	
----------------------------------	--	--