



Reports To: Technician Leader

<b>Why</b>	<p><b>Job Summary</b></p> <ul style="list-style-type: none"> <li>To support the practical work for teaching in the academy, including assistance to teachers and pupils where appropriate.</li> </ul>	
<b>What</b>	<p><b>Main Responsibilities</b></p> <ul style="list-style-type: none"> <li>Assisting with the running of the Department.</li> <li>Checking &amp; maintaining all equipment.</li> <li>Reviewing and advising on Health &amp; Safety / Risk Assessments for any projects set.</li> <li>Preparing teaching areas to include the setting up of equipment for lessons and storage.</li> <li>Checking that rooms are ready for lessons throughout the day as requested by Teaching staff</li> <li>Assisting in lessons as required.</li> <li>Keeping an audit of materials used.</li> <li>Advising on stock levels &amp; writing out orders as directed.</li> <li>Preparing of materials such as paints, inks and dyes.</li> <li>Ensuring that rooms and work spaces are tidy, in particular at the end of the day.</li> <li>Ensuring art &amp; design equipment and tools are serviceable and clean.</li> <li>Unpacking deliveries and maintaining order in the store cupboards.</li> <li>Assisting in maintaining a safe environment in the art rooms</li> <li>Assisting staff and pupils with work, including photocopying, arranging, photographing work and preparation of materials.</li> <li>Providing technical advice to pupils as appropriate.</li> <li>Assisting with displays in the art department and other areas within the Academy as needed.</li> <li>Undertaking appropriate training with regard to techniques, health and safety and any other areas that may be relevant to the role.</li> <li>Participation in arrangements for further job specific training and development for technicians.</li> <li>Any other duties deemed to be appropriate to the role.</li> </ul>	
<b>How</b>	<p><u>Competencies</u></p>	<p><u>Personal Attributes</u> (level expected when job is conducted to the required standard)</p>
	<p><b>Framework</b> <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i></p>	<p>Demonstrates the Trust's ethos and adopts high standards of behaviour in their role</p> <p>Know how to recognise potential child abuse or neglect and follow safeguarding procedures</p> <p>Motivates others to take responsibility for their own Health &amp; Safety</p> <p>Participate effectively as a member of a team, fostering positive relationships</p> <p>Where appropriate, utilise support staff effectively</p> <p>Efficient and methodical, monitors and attends to detail; checks for errors</p>
	<p><b>Development</b> <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i></p>	<p>Undertake appropriate professional development to secure progress in your career</p> <p>Developing practice ensures effective professional contribution across the department/academy</p>
	<p><b>Leading</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i></p>	<p>Consults at the start and as appropriate throughout the activity and within the team</p> <p>Willing to accept responsibility for own activities and those of the team</p>
	<p><b>Task Management</b> <i>Establishing appropriate courses of action for oneself and others to accomplish.</i></p>	<p>Involved in setting tasks</p> <p>Makes short term (daily, weekly) considered plans</p> <p>Conscientious in adhering to deadlines and perseveres to achieve project tasks</p>
	<p><b>Communication</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i></p>	<p>Briefs immediate colleagues well, transferring knowledge as appropriate. Giving other opportunity to ask questions and check understanding</p> <p>Presents information in a structured and logical way and uses a variety of communication techniques. Taking account of the needs of the audience</p>
	<p><b>Problem Solving/Decision Making</b> <i>Able to identify a potential problem, propose and assess solutions and</i></p>	<p>Reasons logically and focuses upon solving the problem. building upon previous experience</p> <p>Initiates joint decision making within own team</p> <p>Knows how to report, record and pass on information</p>

	<i>decide upon a course of action.</i>	Deals with 'task' problems within own team	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
	Education, Qualifications and Experience (EQE)	<b>Essential:</b> Educated to at least GCSE level in English, Science and Mathematics Knowledge of Health & Safety legislation as it relates to the work of a school Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools Background in an subject environment <b>Desirable:</b> Other qualifications relevant to role	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
Data protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.		

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.