

**JOB DESCRIPTION**

**Name:**

**Title of Post:** **Art Technician**

**Salary Grade:** Scale 5/6 depending on experience and qualifications'

**Accountable to:** Head of Art and Assistant Headteacher

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**OBJECTIVES:**

- To be an excellent art technician who supports the art department to improve the quality of the learning and teaching experience of all students.

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**RESPONSIBILITIES:**

- Responsible for working closely with the Art department to support and facilitate a positive learning experience for all students;
- Contribute to strategies which lead to the achievement of the aims of the School Development Plan and the Department Action Plan.
- Work with colleagues in the art department for a consistent use of displays as learning tools.

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**KEY TASKS AS AN ART TECHNICIAN:**

- To meet regularly with the Head of Art department to discuss the requirements of the Art department;
- To produce well designed illustrated resources in written and other forms such as blogs, PowerPoint and short videos;
- To be able to prepare a variety of materials as dictated by the Art department schemes of work;
- To be able to curate and display students' work on a regular basis and in three public exhibitions a year;
- To be able to service, maintain and adjust art machinery and equipment;
- To be able to undertake the instruction of small groups of students in techniques such as printing and use of the department darkroom;
- To unpack deliveries and maintain order in the store cupboards;
- To maintain the art materials and supply cupboards and paper drawers in each classroom;

- To ensure adequate levels of materials and equipment are held within the department at any given time and monitor stocks held;
- Assisting in the organisation of and attending art department trips where required;
- To undertake appropriate training with regard to techniques, health and safety and any other areas that may be relevant to the role;
- To record and maintain accurate records of data required for the Control of Substances Hazardous to Health (COSHH) regulations and risk assessments for the safe use of any equipment or materials;