



**JOB TITLE:** Art Support Technician

**REPORTS TO:** Subject Leader for Art

**BAND:** Scale Two

### **JOB PURPOSE**

To enable pupils' access to learning by providing technical advice and support in the practical and technical aspects of the curriculum by preparing, maintaining and organising equipment and materials. Working with pupils as directed by the teacher, supporting safe and sensible behaviour during practical tasks.

### **KEY CORPORATE ACCOUNTABILITIES**

- To actively promote the Trust's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the Trust's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

### **PRINCIPAL ACCOUNTABILITIES**

- To prepare, test, trial, organise and deploy as needed:
  - Monitor materials and resources
  - Maintain tools, materials and equipment
  - To support teaching and learning
- To assist and support, with guidance from the classroom teacher, which described in 1 above, which supports teaching and learning.
- To prepare, with guidance from the classroom teacher, teaching and learning facilities to ensure that such facilities and safe and secure for use by students and teachers.
- To work within the health safety standards of the school to minimise risks.
- To carry out, with guidance, an agreed scheduled and recorded programme of safety checks on resources, equipment and materials – reporting issues to the line manager where relevant.
- To implement and develop common awareness, with guidance, of best practice health and safety procedures amongst students and staff in the facilities used for



teaching and learning.

- To clean up specialist tools, equipment, materials and resources and to make sure that teaching and learning facilities are clean and safe for use. To dispose of waste safely.
- To implement, with guidance, agreed safety and security procedures covering:
  - Materials and resources
  - Access to facilities
- To support, with guidance, the storage and security of resources, tools, materials and consumables, their ordering and purchase in accordance with the financial procedures of the school and for ensuring that adequate supplies are maintained.
- To be responsible for receipt and delivery of resources, tools materials, equipment and consumables and for their safe movement around the facilities of the school
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
- To support students in the classroom under the direction of the Subject Leader for Art.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature: ..... Date: ..... Name in full .....



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| <b>General heading</b>                 | <b>Detail</b>                                 | <b>Examples</b>  |
|--|---|--|
| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience          | Successful experience working in specialist area in learning environment<br>NVQ Level 2 or equivalent in specialist area |
|  | Knowledge of relevant policies and procedures | Basic knowledge of First Aid and general outstanding of the school   |
|  | Literacy                                      | Ability to read and write technical reports  |
|  | Numeracy                                      | Good numeracy skills   |
|  | Technology                                    | Excellent working knowledge of equipment and ICT packages relevant to specialist area                                    |
| <b>Communication</b>                   | Written                                       | Ability to write reports, letters etc  |
|  | Verbal  | Ability to use clear language to communicate complex information unambiguously<br>Ability to listen effectively          |
|  | Languages                                     | Seek support to overcome communication barriers with children and adults<br>Knowledge of specialist terminology etc.     |
|  | Negotiating                                   | Ability to negotiate effectively with adults and children  |
| <b>Working with children</b>           | Behaviour Management                          | Ability to demonstrate effective implementation of the school's behaviour management policy                              |
|  | SEN   | Understand and support the differences in children and adults in relation to the role                                    |
|  | Curriculum                                    | Good understanding of the school curriculum relevant to specific area  |
|  | Child Development                             | Good understanding of how the role contributes to child development  |
|  | Health & Well being                           | Understand and support the importance of physical and emotional wellbeing  |
| <b>Working with others</b>             | Working with partners                         | Ability to make a contribution to the work of the team supporting children   |
|  | Relationships                                 | Ability to establish rapport and respectful and trusting relationships with children and other adults                    |
|  | Team work                                     | Ability to work effectively with a range of adults   |
|  | Information                                   | Ability to provide timely and accurate information   |
| <b>Responsibilities</b>                | Organisational skills                         | Good organisational skills<br>Ability to remain calm under pressure  |
|  | Line Management                               | N/A  |
|  | Time Management                               | Ability to plan and manage own time effectively  |
|  | Creativity                                    | Demonstrate a highly creative approach to supporting learning  |
| <b>General</b>                         | Equalities                                    | Awareness of and promotion of equality   |
|  | Health & Safety                               | Good understanding of Health & Safety  |



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|  |                                 |   |
|--|---------------------------------|---|
|  | Child Protection                | Understand and implement child protection procedures              |
|  | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
|  | CPD                             | Demonstrate a clear commitment to develop and learn in the role   |