

Job Description for Visual Arts Technician

Responsible to: Head of Creative and Performing Arts

Based at: Charlton Park Academy

OVERALL PURPOSE OF THE POST

- To support the Charlton Park Academy by providing assistance to students and staff in their use of equipment and materials primarily within.
- To provide technical support to the whole School of Visual Arts and assist other Charlton Park Academy areas as necessary.
- Ensure Art, Graphics and Textiles equipment is kept in good working order, providing general maintenance and reporting any fault equipment to the appropriate person.

MAIN DUTIES

- Train, help, advise and provide support to staff and students, as appropriate, on use of equipment and materials within the subject areas (dealing with queries/providing help and guidance as required).
- Assist with group practical sessions.
- Lead small groups of students in practical and technical workshop sessions.
- Give practical assistance to individual students.
- Assist creative subjects with exhibitions and displays.
- Prepare a variety of materials for coursework projects, including the cleaning of printmaking screens and putting on fresh images for both Printing and Etching students (any necessary training will be given).
- Ensure Art, Graphics and Textiles equipment is kept in good working order, providing general maintenance and reporting any faulty equipment to the appropriate person.
- Assist in maintaining a supply of materials for Art, Graphics and Textiles areas, ordering goods as required.
- Support students in their use of computer software (any necessary training will be given).
- Support students in their use of the laser cutter (any necessary training will be given).
- Support students in their use of the bandsaw and other 3D equipment (any necessary training will be given).
- Maintain a learning environment in which students and staff can work effectively.
- Assist with the implementation and maintenance Health and Safety requirements within the areas.
- Provide additional assistance, as part of the Support Staff, in other areas of Charlton Park Academy further to liaison with the Curriculum Support Team Leader.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the Charlton Park Academy/trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Charlton Park Academy procedures for raising concerns about students' welfare and

must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Charlton Park Academy as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the trust/Charlton Park Academy's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Visual Arts Technician

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIREABLE
Relevant Experience	- Special knowledge in a range of Art and Design equipment and experience and demonstrative skills in the teaching of Art to SEND young people. - Deep understanding of SEND young people needs - And sensitive to the specialist communication skills of Autistic young people and those with complex needs - Experience of delivering art to young people for more than 2 years - Experience of working closely and effectively with Art teachers in a SEND environment - Able to lesson plan and evaluate lessons of individual achievement and keep records of progress - Able to communicate to others the learning that has taken place - Able to record progress and keep accurate records of progression and skills development - Understanding of accreditation in GCSE and AS Art portfolio and able to contribute to successful art accreditation outcomes in GCSE and A level Fine Art	- Experience/knowledge of range of equipment Screen Printing, Etching, Sewing machines, Textiles processes, Artist software or willingness to undertake training. - Experience of working with a Visual Arts team.
Education and Training	A level Art to B grade or higher; Higher Education Certificate; Foundation Diploma in Art; Post Graduate level experience and training in Visual Arts	- Evidence of relevant training. - Educated at degree level in one of the discipline areas.
Special Skills and Knowledge	- Ability to maintain draw and paint to a high standard and proficient fine artist with art equipment. - Evidence of ability to teach fine art and other range of Artist technique to SEND young people - Excellent personal and organisational skills. - Ability to communicate with students and staff as required. - Ability to use initiative. - Able to meticulously prepare learning environment	
Personal Skills and Qualities	- Willingness to work flexibly and adjust hours accordingly to the needs of the Charlton Park - Academy/trust. Ability to work individually or as part of a team. Confidence in working with SEND students in the 11-19 age range. - Excellent organisation skills.	Demonstrate and model appropriate Creative and artistic flair.

Additional Factors	• • Ability to cope with unexpected situations. • Enthusiasm and commitment for successful outcomes for young people with SEND in Art. • Interest in working in an education environment. • Commitment to continuous professional development and willingness to learn from experience and practice. • Commitment to equal opportunities, safeguarding and health and safety.	
---------------------------	---	--