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| **Job Description: Art and Design Technician**  |
| **Post holder** |  |
| **Hours/Salary** | 30 hours per week, term-time Salary: £14,934 per annum |
| **Responsible To** | Faculty Leader (Design) |
| **Main Purpose** | To support and work collaboratively with all staff and students within the Art and Design Faculty across each subject area (including Food) as needed.Management of faculty resources, equipment, facilities & stock ordering. |
| **Duties** | ***1) To support and work collaboratively with all staff and students within the Art and Design Faculty.**** Support structured practical activities for groups or on a one to one basis under the guidance of teaching staff in each subject area.
* Provide practical support to students during lessons.
* Undertake subject specific training as and when needed to ensure that staff are supported in the introduction of new materials and processes.

***2) Management of Faculty resources, equipment and facilities.**** Contribute to the daily upkeep, maintenance and organisation of the classrooms and practical resources.
* Set up resources/materials/equipment for lessons in an organised and timely way.
* Maintain stock control, order and management of equipment and resources, liaising with outside agencies as necessary.
* Safely and securely store allocated equipment and materials to prevent unauthorised access/misuse.
* Ensure that displays of Art and Design work within both the Faculty and around school, is of a high quality and maintained routinely.
* Undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order.
* Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to the line manager.
* Undertake record keeping, as directed.

***4) Any other reasonable tasks requested by the Headteacher*** |