



St Cuthbert's
Catholic High School
Live life in all its fullness

Job Description

POST:	Art Technician
SCP:	Band D, SCP 14 - 17
RESPONSIBLE TO:	Curriculum Leader
CONTRACTED HOURS:	22.5 hours per week, term time only plus 1 week

PURPOSE OF JOB:

To work under the direction of the Curriculum Leader to provide an efficient and comprehensive technical service to the art department.

Lesson Preparation

- Maintain and organise the setting up of equipment
- Returning equipment to its correct place following lessons
- Preparation of materials as directed
- Preparation and technical support for exam classes

Lesson Support

To support students either in small groups or in a 1:1 setting in completion of their tasks and assignments.

Administration/Resources

- Maintain and undertake annual audit of stock records including repair and maintenance inventory
- Arrange maintenance and repairs to equipment as and when required to ensure compliance with safe working practices
- Provision of general administrative support to the art department including maintenance of notice boards
- Assist with distribution and collection of equipment.

Extra-curricular

- To market/promote curricular and extra-curricular student success via website, displays and local press
- Assist with extra-curricular clubs
- Assist with the delivery of sessions to primary schools as part of primary liaison

Other duties

- Promote and safeguard the welfare of pupils you are responsible for or come into contact with Health & Safety checks on rooms, furniture, equipment and storage
- Record and report Health & Safety issues
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

This post is subject to disclosure.