

Art Technician

Job Description



POST:	Art Technician
START DATE:	September 2021
RESPONSIBLE TO:	Head of Art
SALARY:	SCP 4 – 6 £16,213 - £16,868 (FTE £18,933 - £19,698)
LOCATION:	Oasis Academy Sholing, Southampton
WORKING PATTERN:	37 hours per week, term time only,
DISCLOSURE LEVEL:	Enhanced

THE APPLICANT WILL:

- To assist teachers in the preparation of a range of materials and equipment to assist learning in the classroom.
- Under the guidance of the Teacher, to prepare and set up attractive and stimulating classroom and whole school displays.
- To assist teachers in the preparation of a range of teaching materials and resources to assist learning in the classroom.
- To produce materials and presentations for events, workshops and open days and to assist teaching staff with these events.
- To carry out a variety of clerical duties in support of Teachers, including: bulk photocopying and collating, word processing, copying and distributing bulk communications, filing and record keeping.
- To maintain classroom materials and shared resources areas, including cataloguing, tidying and organising resources and equipment.
- To maintain stocks of materials and to make stock ordering recommendations.
- To carry out any other clerical or support duties, within the responsibility level of the post, as may be required.
- To provide welfare and first aid to students as required (training will be given)

SUPPORTING THE ACADEMY

- To support the aims, values and policies of the Academy and participate in a team approach to all aspects of the Academy.
- To attend and contribute to regular staff meetings and in service training, and identify personal development needs.
- To comply with all policies, procedures and working practices relating to safeguarding young people (child protection), health and safety, confidentiality and data protection.

Job Description

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ADDITIONAL DUTIES

- The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate training to carry out these duties.

SAFEGUARDING

- To contribute to the development of students emotional wellbeing.
- To adhere to the Academy's safeguarding policy.
- To attend relevant training and keep up to date with the National requirements.

Oasis Academy Sholing are committed to safeguarding and promoting the Welfare of young people and expect all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Person Specification



ESSENTIAL

Qualifications

GCSE Grade C in English and mathematics
A Level or higher in Art, Textiles or Photography (Desirable)

Knowledge

Previous experience of interacting with children (whether as a parent/carer or through employment)
Ability to demonstrate an interest in/ experience of one or more of the following:

- Working in a school setting
- Arts, photography and/or textiles
- Stock/ resource control and maintenance

Basic awareness of health and safety issues

Technical knowledge using photoshop, studio photography, digital SLR cameras. (Desirable)

Understanding of sewing machines. (Desirable)

Skills

Ability to use art materials creatively

Ability to use own initiative (with guidance from teachers and senior staff)

An ability to work independently or as part of a team

Understanding of key safeguarding issues and procedures

Ability to communicate information and ideas effectively to a range of audiences, through good written and oral communication skills

Ability/willingness to care for children's welfare (First aid training will be given)

Commitments

Commitment to safeguarding and promoting the welfare of children and young people

Willingness to undergo appropriate checks, including enhanced DBS checks.

Willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.

Personal

Personal integrity and sensitivity

Reasonable level of physical fitness/mobility