



GRACE ACADEMY

# Grace Academy Solihull

## Job Description



TOVE LEARNING TRUST

Role:	Art & Design Technician
Responsible to:	Heads of Design Technology & Art
Based at:	Grace Academy Solihull
Hours:	37 hours per week, 39 weeks per year
Grade:	Grade C, points 2 to 3

### Job Context

To support the work of the Design Technology and Art departments primarily by ensuring that the resource and materials requirements of the departments are effectively met across the subject areas. The successful candidate will be a reliable, enthusiastic and flexible team-player who can communicate well with staff and pupils alike.

### Key Responsibilities

- Preparing materials and equipment for the departments and machinery set up when required.
- Arranging equipment and materials for focused demonstrations.
- Ensuring that all items of equipment are in good, safe condition for use by students, conducting regular safety checks and documenting.
- Tidying up and checking that all equipment is safely stored following practical sessions.
- Stock control and inventory checks.

### Responsibility Area 1: Resistant Materials

- Preparing materials and equipment for practical work (Wood and plastics).
- To organise any repair and maintenance of equipment, including tool sharpening ensuring all equipment is maintained in a **good** working order
- To prepare departmental resources where it is appropriate and cost-effective to do so.
- To conduct regular safety checks and document.
- To support pupils in lessons in particular with practical work.

### Responsibility Area 2: Graphics and Cad

- Preparing materials and equipment for design work.
- To ensure the laser cutter is in good working order.
- To prepare departmental resources where it is appropriate and cost-effective to do so.
- To support pupils in lessons in particular with practical work.

### **Responsibility Area 3: Art**

- To prepare materials and equipment for practical work in Art (clay, plaster, canvases, paper, painting and printing equipment).
- To set up, store and maintain tools and equipment ensuring compliance with good practice and Health & Safety requirements.
- To provide technical support to staff and pupils for ceramics, sculpture and to assist with firing, glazing, recycling, mixing glazes and slips as well as packing and firing the kiln.
- To provide technical assistance to pupils during lessons, study sessions and exams.
- Presentation and framing of pupil art, organising and updating art displays around the academy.
- Ordering & collection of art materials, organisation of equipment storage and art supplies.
- To take ensure that Health & Safety procedures are adhered to and appropriate records maintained.

### **Responsibility Area 4: Photography**

- To organise any repair and maintenance of camera equipment.
- To sign camera equipment in and out and keep a record of use.
- To provide technical assistance for students when developing and printing in the darkroom.
- To provide technical assistance to pupils during lessons
- To take ensure that Health & Safety procedures are adhered to and appropriate records maintained.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.