



# Grace Academy Solihull

## Job Description



Role:	Art and Design Technology Technician
Responsible to:	Heads of Technology & Art
Based at:	Grace Academy Solihull
Hours:	37 hours per week, 39 weeks per year
Grade:	Grade F of the Tove Learning Trust payscale

### Job Context

The Art and Design Technology Technician works across both the Art and Technology Departments, helping to maintain and organise supplies, equipment, machinery and facilities. This role involves providing technical assistance to students, ensuring that all department resources are effectively utilised and maintained. 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: 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. Including kilns, printers and specialised tools
- 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.
- Prepare and tidy art classrooms and studios before and after classes.
- Assist with the installation and deinstallation of student artwork for exhibitions and displays
- Manage inventory of art supplies and materials, including paints, brushes, canvases, and sculpting tools and order/ restock supplies as needed, maintaining an efficient and cost-effective inventory
- To take ensure that Health & Safety procedures are adhered to and appropriate records maintained

## **Responsibility Area 2: Photography**

- To organise the repair and maintenance of camera equipment, printers and any other specialist tools
- 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 including troubleshooting and resolve technical issues related to art projects and equipment
- To take ensure that Health & Safety procedures are adhered to and appropriate records maintained.

## **Responsibility Area 3: Design Technology**

- Maintain a clean and organised workshop environment. Ensure that all areas are ready for use and that tools and materials are stored properly
- Preparing materials and equipment for practical work (Wood, plastics and textiles).
- Provide practical support for the preparation and delivery of Design Technology lessons, including setting up and maintaining equipment, tools, and materials
- 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, risk assessments and documenting.
- Tidying up and checking that all equipment is safely stored following practical sessions.
- Oversee the inventory and organisation of design technology resources, including tools, materials, and safety equipment. Order and manage stock as required.
- To organise any repair and routine maintenance of equipment and machinery, including tool sharpening, ensuring all equipment is maintained in a good working order
- Assist students with practical work and projects, providing guidance and support on the use of tools and materials.
- Support the preparation of lesson resources and documentation, including the maintenance of technical records and inventory lists
- Stay updated with the latest developments in Design Technology and participate in relevant training and development opportunities

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, this may include lunch and break duties and first aid.

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.