

**Art Technician 0.6 (term time only plus 5 INSET days = 39 weeks, 44.86 weeks
Scale 4 SP07 = £13,230.34)**

(8:30am to 4:00pm – 3 days)

Purpose of role

To support the delivery and direction of the Art curriculum at the school. You will be involved in all practical aspects of the department and have a crucial role to play in fostering a love of the arts amongst our pupils.

General duties and responsibilities

- Preparing rooms prior to lessons
- Inventory control and audits of use
- Ordering of equipment and supplies.
- Maintaining equipment and work spaces.
- Maintaining up to date Health and Safety /Risk Assessment checks on equipment.
- Testing smoke alarms and liaising with Fire Officer.
- Preparing work for exhibitions.
- Displaying work in the Art Rooms and around school.
- Preparing of materials such as paints, inks and clay
- Helping students as appropriate find and use equipment.
- Ensuring that studio work spaces are tidy, in particular at the end of the day.
- Assisting in the organisation and booking of school trips.
- Assisting with IT use in the administration of the department.

Contribution to Leytonstone School's ethos and aims

- To contribute to the development of appropriate resources, programmes of study, training strategies and policies within the school's CPD offer.
- To oversee the consistent monitoring, tracking and evaluation of behaviour across the school and the devising of strategies to address any occurring problems, including setting pastoral targets.
- To ensure the school fully reflects each schools' ethos, aims and policies, particularly those relating to equal opportunities and racial equality.
- To implement all school policies, procedures and relevant practices, in particular those relating to Health & Safety of staff, pupils/students and visitors.

Curriculum

- To support the development and delivery of the pastoral curriculum at the school - contributing to outstanding provision and progression.
- To co-plan, oversee and implement collaboratively agreed aspects of the school's wider enrichment programmes.

Deployment of staff

- To work with the key staff to ensure that development needs are identified and that appropriate programmes of support are designed to meet such needs.

- To support other members of staff at Leytonstone School to improve practice in relation to improving the behaviour and attitudes of pupils.
- To work with the Attendance and Welfare team to ensure that pupils meet targets for attendance and punctuality.
- To promote team work and to motivate staff to ensure effective working relations.

Quality Assurance:

- To implement school quality assurance procedures and to ensure adherence to these.
- To develop and maintain effective relationships with individuals and organisations including parents, the local governing body, Waltham Forest LA and the wider community to further the achievement of the school's aims.
- To support work with external agencies and organisations to ensure that any barriers to learning for individuals are overcome.
- To implement modification and improvement where required

Communications:

- To ensure effective communication and consultation, as appropriate, between teachers at Leytonstone School.
- Publicise and celebrate achievements, including managing the local and national media for this purpose.
- Assist with the organisation of open evenings, consultation evenings and other events relating to the school.
- To plan and oversee effective and streamlined communication with parents, staff and students □ Attend relevant LA meetings and events as required by the strategic focus of the role.

Marketing and PR:

- To contribute to marketing activities for Leytonstone School.
- To lead the development of effective links between the school and the community, attending events where necessary.
- To actively promote the development of effective links with external agencies

These duties are neither exclusive nor exhaustive. The details and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by the Principal and SLT that are broadly within the level of the post.

This post is subject to an enhanced Criminal Records Bureau disclosure. The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

Reporting to: Head of Art

Responsible for: n/a

Person specification: Art Technician

		Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications			
1.	A Degree or Diploma in Art or Art Related field	D	A
2.	Good numeracy/literacy skills/IT skills	E	A
3.	Up-to-date knowledge of health & safety within the arts	E	I/R
4.	Has successful experience of working in a secondary school context	D	A/I/R
Professional experience and practice			
5.	A strong interest and knowledge of Art and Art Materials.	E	A/I/R
6.	Strong belief in the Leytonstone School ethos	E	A/I
7.	Reflective and collaborative practitioner	E	A/I/R
8.	Demonstrate an understanding and proactive approach to safeguarding equal opportunities, health and safety and other policies and practices	E	A/I/R
9.	Familiarity with traditional and contemporary artists.	E	A/I/R
Ability and Skills			
10.	Demonstrate ability to work well in collaboration with others	E	A/I/R
11.	Communicate sensitively and effectively with families, children, colleagues, stakeholders etc.	E	A/I/R
12.	Effective time management and organisation skills	E	A/I/R
13.	High standards of personal and professional conduct	E	A/I/R
Personal Attributes			
14.	Personal impact and presence	E	A/I/R
15.	Adaptability to changing circumstances and new ideas	E	A/I/R
16.	Vigour and perseverance	E	A/I/R
17.	Enthusiasm, professionalism, resilience, reliability and integrity	E	A/I/R
Leytonstone School is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS Disclosure is required for this post.			