



| Role Title | Reports to |
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| Innovation Hub - Art Technician | Head of Art |
| All employees | |
| <p>Our school is committed to safeguarding and promoting the welfare of children and young people and have developed and adopted written guidelines for appropriate and inappropriate behaviour of adults towards children.</p> <p>We expect all staff, volunteers and other third parties to share this commitment and to review and affirm that they have read, understood, and will abide by the Code of Conduct or written guidelines.</p> <p>At our school, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety.</p> <p>Our school's practices reflect and are aligned with the written Expectations of the International Taskforce on Child Protection.</p> <p>We encourage a safe, stimulating, and well-managed learning environment that promotes diversity, and a sense of collegiate support and wellbeing.</p> | |
| Purpose of the role | |
| <p>The Innovation Hub - Art Technician is a role to facilitate the operation of the Innovation Hub with a specific focus on supporting Art. The role will require a willingness to organise and maintain facilities and equipment as well as provide support, assistance and supervision for students under the direction of teachers. In addition the technician will liaise with all departments within the school as well as external providers to provide a high quality of support.</p> | |
| Responsibilities | |
| <p><u>Art Facilities</u></p> <ol style="list-style-type: none">1. Ensure that the equipment in the Art rooms is organized and tidy.2. Assisting in the classroom when necessary and appropriate, including preparation of materials.3. Monitoring and maintaining stock including the materials storage cupboards in the classrooms and stockroom.4. Liaising with design technology staff.5. Cutting and preparing materials in the design technology area for art projects as directed.6. Organizing the ceramic area, recycling clay, loading and firing the kiln.7. Assisting in some administrative duties e.g. liaising with the purchasing department, photocopying, book records, inventories, stock control, logging orders on the Expeni system etc.8. Assisting in the purchase of resources.9. Coordinating with Janitors and Maintenance as required. <p><u>Academic Support</u></p> <ol style="list-style-type: none">1. To support the assigned faculty in the preparation of lessons and resourcing.2. To support teaching and learning in the faculty under the direction of the teachers.3. To support the faculty with the administration of learning and enrichment activities. | |

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| <ol style="list-style-type: none"> 4. To accompany teaching staff on enrichment trips and activities during the school week and occasional weekends. 5. To assist with and/or undertake some lunchtime duties as required. 6. Preparation of other specified project resources as requested. 7. Mount and organise displays of student work in collaboration with teachers, including as required for IB and IGCSE Art courses. This specifically includes the IB Visual Arts Exhibition. 8. Help with the set design and painting for the school productions as directed by the Head of Art. 9. Support after school art activities. <p><u>Generic - relating to professional standards</u></p> <ol style="list-style-type: none"> 1. To model and promote positive behaviour, work ethic and attitudes among all students and staff. 2. Attend meetings and whole school events as required. 3. Adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, students and the public in general, exercising due care and attention when outside of the school environment. 4. Fulfil other duties to support the Faculty, Boarding or Senior Leadership Team which may, from time to time, be reasonably expected. 5. Any other reasonable task/activity as set and agreed by the faculty. | |
| Deployment and Supervision | |
| <ol style="list-style-type: none"> 1. Deployment must always prioritise and safeguard the health and wellbeing of our students and staff, and minimise any risk to both. 2. Involvement or leadership of paid activities within the activity programme or private provision (e.g. tutoring) must be agreed by the line manager and Principal, and arrangements must conform to school policies. | |
| <p>Standard Working Hours (on school days)</p> <p>Start 07.30 Finish 16.00</p> | |
| April 2025 | |
| Candidate Profile | |
| <p>The Art Technician supports the smooth operation of the Innovation Hub with a focus on Art, ensuring facilities and equipment are well-maintained. They assist teachers and students with lessons, materials, and projects, including ceramics, set design, and exhibitions. The role also involves administrative tasks, resource management, and liaising with internal departments and external providers. This position requires organization, creativity, and a commitment to fostering a high-quality learning environment.</p> | |