

**Ernest Bevin College
Job Description**



Title: Art Technician	Salary Scale 4: pro rata for 15 hours per week, term time only (39 weeks) £8,693.23-£9,171.24 adjusted
Supported by and reporting to: Head of Art	Assisted By: Teaching and non-teaching staff

Personal and Professional Conduct	<ul style="list-style-type: none"> • Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position • Have regard to the need to safeguard pupils’ well-being, in accordance with statutory provisions • Show tolerance of and respect for the rights of others • Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs • Ensure that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law • Staff must have a proper and professional regard for the ethos, policies and practice of the school in which they teach, and maintain high standards in their own attendance and punctuality • Have a proper and professional regard for the ethos, policies and practice of the school in which they work, and maintain high standards in their own attendance and punctuality <p>Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities</p>
Responsibilities/Accountabilities	<ul style="list-style-type: none"> • To ensure the working environment is safe for staff and pupils to use. • To be familiar with and at all times comply with the departmental Health & Safety policy. • To complete termly Health & Safety checks and report any issues to the appropriate persons, following these items up until corrected. • To promote the development of safe and best practice within the department, reporting on any change in practice. • To maintain good working relations with all facilities staff. Any broken or damaged fixtures, furniture or fixings should be reported and followed up until corrected. • To keep secure at all times, in the storage provided, all hazardous materials

	<p>and maintain a log book for their use.</p> <ul style="list-style-type: none"> • To trial all processes prior to use in the classroom to ensure they work and to identify any health and safety issues. • To assist the Heads of Departments in maintaining best practice and up to date risk assessment. • To maintain a facility /machine maintenance log book. • To ensure timely bookings of LEV testing, Gas Equipment safety checks and Gas Safe certification. • Together with the Head of Departments, to plan and implement improved internal organisational systems to promote an efficient and safe working environment.
<p>Specific Duties – Art Technician Responsibilities</p>	<ul style="list-style-type: none"> • To ensure the working environment is safe for staff and pupils to use • All classrooms are stocked, clean and ready for teaching • All stock rooms are clean tidy and easily accessible • Ensuring stock is ordered, stored and distributed as and when required • Keep records of orders made and received • Be aware of Health and Safety issues and implement any changes • To keep equipment in good working order and keeping working areas clean and tidy • Ensure classrooms are stocked with essentials. (see list) • To run the kiln, (biscuit firing) and general maintenance in the ceramic rooms • To contact the IT Dept if computers, printers etc. are not working and ensure students work is printed to a high standard where necessary • Keep the art rooms supplied with hand towels, hand wash etc. • Display student work within the department and the whole school • Manage the storage of students work within the department • To keep the Photographic darkroom supplied with liquids, paper etc. and in a clean & tidy state

This role and responsibility will be reviewed on an annual basis and tasks may be added or removed depending on the needs of the College and in response to National demands after consultation with the post holder.

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation, and the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role. To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.