

## Trinity Academy Halifax



### Job Description

Job Title: Design and Performance Technician  
(Art and Photography)

Job Scale: Scale 2 (Point 11-13)

---

### BASIC JOB PURPOSE

- To provide practical support to the teaching and learning of technology subjects (which includes Art and Photography).
- Prepare materials and resources for lessons.
- Assist in the classroom, supporting the teacher with their health and safety practices.

**Reporting to:** Student Progress Leader, Art

**Responsible for:** n/a

### MAIN RESPONSIBILITIES

1	To provide support to the teaching team by preparing a range of materials, equipment and tools that will be used in lessons. This includes general art equipment (paints, ceramics etc.).
2	Clean and undertake basic maintenance routines on equipment and tools used in classrooms/workshops.
3	To provide support to students during lessons and extra-curricular workshops in the use of equipment and resources (i.e. demonstrating how to use equipment or resources).
4	To arrange for annual servicing and repairs to equipment, as required.
5	Take responsibility for the safe storage of students' work and for stocks of materials within the range of Design and Performance subjects.
6	Undertake stocktaking, replenishment and ordering materials as required by teaching staff.
7	Prepare displays of students' work in classrooms and shared areas.
8	To maintain a standard of Health and Safety in and around the Design and Performance classrooms, storage rooms and shared areas. Reporting any concerns as required.
9	Supporting across the Design and Performance area, as required.

Other Specific Duties:

- All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school.
- Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
- To continue personal professional development as required.
- Attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- To work in the best interests of the academy, students, parents and staff.
- To adhere to the academy's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.
- Undertake the role of a Form Tutor within the academy's Vertical Tutoring pastoral College structure, and provide relevant and appropriate pastoral support.
- To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

\_\_\_\_\_ Post Holder

\_\_\_\_\_ Line Manager

\_\_\_\_\_ Principal

\_\_\_\_\_ Date

## PERSON SPECIFICATION

<b>Job Title: Design and Performance Technician</b>		
<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications &amp; experience</b>	<ul style="list-style-type: none"> <li>• basic numeracy and literacy skills</li> <li>• intermediate ICT skill in Office suite and Adobe Photoshop</li> <li>• experience of working within an arts based role (paid or unpaid)</li> <li>• portfolio of evidence of work</li> </ul>	<ul style="list-style-type: none"> <li>• health and safety related qualifications</li> <li>• experience with a specified subject</li> <li>• FE qualification in a creative subject</li> <li>• evidence of a variety of art skills and experience, working in mediums of 2D &amp; 3D</li> </ul>
<b>Knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>• understanding of safety within the classroom</li> <li>• knowledge of health and safety processes and procedures</li> <li>• knowledge of the tools and equipment used in art and photography</li> </ul>	<ul style="list-style-type: none"> <li>• understanding of safeguarding and child protection issues</li> </ul>
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>• work as an effective team member and apply given instructions</li> <li>• able to apply written and verbal instructions to equipment</li> <li>• practical skills, such as cleaning, low level maintenance</li> <li>• able to complete log books, records, such as health and safety checks</li> <li>• able to organise, plan and complete tasks</li> <li>• high personal standards and able to provide a role model for students and staff</li> <li>• seek support and advice when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• willingness to develop own understanding through advice and training</li> <li>• think clearly in emergency situations</li> <li>• creative thinker/problem solver</li> <li>• practicing artist</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• enjoyment in working with young people and families</li> <li>• an excellent record of attendance and punctuality</li> <li>• prioritise and manage own time effectively</li> </ul>	<ul style="list-style-type: none"> <li>• reliability, integrity and stamina</li> <li>• respect confidentiality</li> <li>• enthusiastic</li> </ul>