

# St Alban's Catholic High School



*'Learning, Respecting, Caring'*

## ART / CPA FACULTY TECHNICIAN

(Part time – 20 hours)

Grade 2 Point 3

Required from October 2023

### Job Description

We are seeking to appoint an enthusiastic and committed individual to provide efficient support to the Art Department and Creative Performing Arts Faculty as a Specialist Technician. You would have the opportunity to work alongside and support a friendly, dedicated and creative team of staff. Previous school-based experience is desirable but not essential. The successful candidate will be a team-player, have a calm, organised and flexible approach to work and the ability to cover a wide range of tasks.

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

**Salary:** £20,812 FTE pending pay award confirmation for April 2023. £9,537 actual pay.

**Hours:** 20 hours per week, 39 weeks per year pro rata, (term time plus 1 week.)

8.30am to 12.30pm Monday - Friday

**Job Purpose** To provide effective specialist support to the Art / Creative Performing Arts (CPA) Faculty team.

**Reports to** Head of CPA Faculty

**Job role:** There are 2 elements to this role: Art/Photography technician and Music/Drama which can be suited to 1 candidate or on a job share basis.

### Art and Photography

- Support and organisation of Art and Photography rooms.
- Support teachers with preparation of materials and resources for lessons on a daily basis.
- Provide technical assistance to students during lessons as required (Clay/3D/printmaking /sculpture/ constructions/ framing and mounting etc.)
- Be able to work occasional /flexible hours at busy 'creative' times within the year (desirable)

- Prepare clay; stack and fire kiln; organise appropriate firing schedules for clay.
- Maintain equipment and order of Art and Photography supplies.
- Photograph and document students' work for internal moderation and KS3/4/5 exhibitions.
- Responsible for displays and preparation, mounting and installation of artwork around the school.
- Assist A Level and GCSE students prepare materials for both 3D and 2D projects/exmas e.g. stretch canvas, preparing screens for printing, prep board, etc.
- Ensure implementation of Health and Safety Regulations across department including the organisation of the safe and secure disposal of hazardous waste/materials.
- Maintaining the photography darkroom.

#### Music and Drama

- Technical support as required for props/costumes/filming etc. for school productions, events and for practical examinations throughout the school year.
- Support and organisation of Music and Drama teaching and rehearsal rooms
- Support teachers with preparation of practical resources for lessons.
- Provide assistance to students during lessons as required which could include support with audio/visual technical and filming/recording.
- Maintain equipment and carry out simple repairs.
- Record and document students' work for moderation and examination purposes.
- Maintain displays.
- Ensure implementation of Health and Safety Regulations across department including the organisation of the store rooms and practical working spaces.

This is a public facing role and the post holder must speak fluent English.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out additional duties within the context of the job, skills and grade.

|                   |                   |
|-------------------|-------------------|
| Signed            |                   |
| Post holder:      | Headteacher:      |
| Name in capitals: | Name in capitals: |
| Date:             | Date:             |

## Person Specification

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Qualifications and Experience</b>  |           |           |
| Level 4 or above pass in English GCSE (or equivalent)                                   | ✓         |           |
| Level 4 or above pass in Maths GCSE (or equivalent)                                     | ✓         |           |
| Knowledge of general school policies and procedures                                     |           | ✓         |
| Good reading, writing, grammar and punctuation skills                                   | ✓         |           |
| Ability to use Microsoft Office and other IT applications                               |           | ✓         |
| Ability to complete timely administration, reports, forms and letters                   |           | ✓         |
| Knowledge of SIMS /Class Charts/Teams   |           | ✓         |
| Knowledge of dark room health and safety practices                                      |           | ✓         |
| Experience of preparation/firing of clay (training available)                           | ✓         | ✓         |
|   |           |           |
| <b>Personal Qualities</b>   |           |           |
| Ability to exchange verbal information clearly and sensitively with children and adults | ✓         |           |
| Able to follow instructions effectively   | ✓         |           |
| Ability to work accurately and with attention to detail                                 | ✓         |           |
| Ability to work on own or with other adults in the school                               | ✓         |           |
| Be a role model   | ✓         |           |
| Effective interpersonal skills  | ✓         |           |
| Able to consult with colleagues in an effective way                                     | ✓         |           |
|   |           |           |
| <b>Skills and Abilities</b>   |           |           |
| Understand and comply with procedures and legislation relating to confidentiality       | ✓         |           |
| Good understanding of the learning experience provided by the School                    |           | ✓         |
| Establish effective relationships with those working in and with the School             | ✓         |           |
| Able to self-manage, make decisions and work on own initiative                          | ✓         |           |
| Be well organised   | ✓         |           |
| Able to manage own time effectively   | ✓         |           |
| Demonstrate a commitment to equality  | ✓         |           |
| Understanding of Health & Safety and impact of own actions                              | ✓         |           |
| Understand and comply with Safeguarding and Child Protection procedures                 | ✓         |           |
| Understand the role of others working in and with the school                            |           | ✓         |
| Demonstrate a clear commitment to develop and learn in the role                         | ✓         |           |
| Able to effectively evaluate own performance  | ✓         |           |