

**JOB
OPPORTUNITY**

Art Technician

Educating to truth, goodness and beauty.

Terling Road, Dagenham
RM8 1JT

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School Mission Statement

We are all one in Christ, our mission and our responsibility is to recognise all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness.

(1 Cor. 12-29)

Role	Art Technician
Closing Date for Application	Wednesday 31 st July
Required For	September 2024
Term	Permanent – Fixed term one year in the first instance. Part time (Monday – Friday) with the possibility of it becoming full time.
Salary	Scale 3 (Point 5-6)

All applicants must complete a CES application form for this post.

School Information

All Saints Catholic School is an Outstanding Catholic comprehensive school situated in the London Borough of Barking and Dagenham and within the Diocese of Brentwood, with good transport links to central London.

All Saints Catholic School has over 1400 students from year 7 to 13. The school achieves excellent exam results, with a Progress 8 score of 0.45 (well above average). We have received an Educational Outcomes award for being in the top 12 percent of schools in the country for progress.

Our core values of Respect, Understanding, Affection and Humour underpin all aspects of our pastoral and academic daily routines. Our 2024 Ofsted judged us to be an Outstanding school, highlighting that “the school successfully encourages pupils to demonstrate its core values, which include respect and understanding others. In addition to this, pupils meet the school’s exceedingly high academic expectations and achieve very well”.

We have won a number of awards which reflect our inclusive approach to education, including being awarded the Rights Respecting Schools Gold Award and the Inclusion Quality Mark, this is indicative of our “One in Christ” motto that we apply every day to everyone that is a part of the school community.

Our learning is based on the transcendental values of truth, goodness and beauty. We encourage pupils to discover truth, develop a sense of goodness and appreciate beauty in the world around them.

Please watch our school videos available at: <http://allsaintsschool.co.uk/> to get a further insight into life at All Saints.

THE PURPOSE AND JOB DESCRIPTION

We wish to appoint an Art Technician to join our successful Art department from September 2024. The successful candidate will be preparing materials, maintaining equipment, and providing technical assistance to both staff and students. This role involves managing the art studio, ensuring a safe and organized environment, and facilitating the smooth operation of art classes and projects.

PURPOSE OF THE ART TECHNICIAN ROLE:

- To support and uphold the Catholic ethos and values of the School.
- To positively contribute to fulfilling the mission of the School.
- To provide technician support for the school.
- To work to raise expectations and standards within our community.
- To promote a positive image of the School.

RESPONSIBILITIES :

TO IMPLEMENT THE AIMS AND OBJECTIVES OF THE SCHOOL THROUGH:

- Upholding the Health & Safety regulations of the School.
- The realisation of whole school policies and the S.D.P., including Equal Opportunities.
- Leading and/or supporting collective acts of worship as required
- Maintaining and updating current subject specific knowledge.
- To assist in the running of the Art Department.

PERSONAL AND PROFESSIONAL CONDUCT:

All staff have a responsibility to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing 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
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

- having proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

- having an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

RESPONSIBILITIES OF ADMINISTRATOR:

- To be responsible for ensuring that all preparation of teaching materials and equipment for use in the classroom has been set out correctly and in accordance with the relevant Health and Safety Policies/Legislation.

- To be responsible for the safe storage and transit of materials and equipment.

- To be responsible for ensuring that staff, are trained in the correct and safe use/handling of all subject materials and equipment.

- To be responsible for ensuring that routine safety checks are carried out by the appropriate person or authority and that an up to date log is kept.

- To assist with the induction of new members of staff, work experience pupils and . PGCE Student teachers., in accordance with school policy.

- To be responsible for ensuring that work areas are tidy, and tools and equipment have been arranged correctly in focus areas.

- To research and provide up-to-date information/guidance/legislation on all technical aspects including risk assessments, and ensure that relevant staff understand and can act on this information.

- To attend departmental meetings.

- To be responsible for the departmental accounts ensuring 'Best Value'.

- To advise the Head of Department on the finances of the departments.

- To be responsible for stock control and the ordering of consumable and non-consumable materials.

- To be responsible for carrying out the annual stock audit.

- To be responsible for contacting and negotiating with contractors and sub-contractors within the department.

- To advise the Head of Department regarding future departmental development requirements.

- To be responsible for the production of or installation of AVA/ICT material including Computer Aided Design/Computer Aided Machine.

- To be responsible for the content of skills demonstrations or help given by technicians in the workshops.

- To inform the staff as to relevant subject developments, implement these changes when necessary.

- Responsible for the management of the technical service to the department, including setting up systems to enable the efficient organisation and administration of the department.

- Responsible for the general safety and security of the department including holding any keys etc to inform the head of department and caretaker of any necessary repairs to the fabric of the

department. Setting up security procedures, implementing new safety devices and advising staff of any such changes

- To be responsible for ensuring that all confidential information relating to exam papers, is dealt with in accordance with the Data Protection Act.
- To support members of the art department in their professional duties and assist when needed in the classroom.
- To invigilate when needed with exams and in emergencies stand in when a member of staff has to leave the room.
- Oversee and supervise work experience placements within the department and report back to their tutor.
- Working with 6th form students preparing for Degree work in the field of Art and Design i.e:
- Assisting in the preparation of assessment portfolios for University Degree Entry.
- Assisting in the preparation and planning for 'A' level final assessment exhibitions.
- Liaise with and assist in the running of 6th Form Master Classes i.e. Life Drawing with the Royal Academy.
- Giving technical support in the 'A' level studio, when required i.e.: advanced skills in Art and Design made activities.
- Technical assistance on Specialist GCSE Vocational Design Courses as named: Printmaking, 3 Dimensional Studies.

GENERAL RESPONSIBILITIES:

- To be familiar with the content of and subsequently implement the whole school policies located in the staff handbook thus contributing to the realisation of a safe learning environment for all.
- To help implement and adhere to the school quality procedures and take part, as required, in the review, development and management of activities relating to the School Improvement Plan.
- To play a full part in the life of the school community supporting its distinctive mission and ethos and actively promoting its policies and practices.
- To comply with School routines e.g. attend staff briefings
- To attend meetings identified in the School Calendar.
- To undertake supervision duties according to the published rota.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- Contributing to the moral, spiritual, cultural and social development of each pupil.
- Making a positive contribution to the pastoral ethos, including specific pastoral duties.
- To promote and implement policies and practices that encourage mutual tolerance and respect for diversity, challenge discrimination and widen pupils' understanding of their contribution to society as outlined in the school Single Equality Duty.

STANDARDS:

Effective performance of tasks will be evaluated in relation to:

- (a) A developing ability to manage time and resources effectively and efficiently.
- (b) Evidence of ongoing development in the range of skills identified with her Line Manager as being required for the post.
- (c) Evaluations of the efficiency and effectiveness of the tasks by the Line Manager.

EDUCATION AND TRAINING:

In accordance with the professional development policies the assistant will;

- a) Review overall performance in the previous year in relation to training received and the changing needs of the job.
- b) Identify probable training and education needs for the following year through a training needs analysis in order to ensure confidence in carrying out required duties.
- c) Participate in the prescribed framework for Review and Development.

The above duties are either exclusive or exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.

This will be carried out within the framework of the school's Staff Development Policy current at the time.

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

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

