

Stratford upon Avon School

JOB TITLE	ART & PHOTOGRAPHY TECHNICIAN
GRADE	Band D (salary details at appendix 2)
HOURS	22 hours weekly, 39 weeks per annum (term time plus 5 staff learning days)
PLACE OF WORK	Art and Photography department
REPORTS TO	Curriculum Leader Art

JOB PURPOSE

Under the overall direction of the Curriculum Leader for Art, provide technician support in ensuring that appropriate resources are available for lessons and assessments, health and safety standards are met and, when necessary, appropriate assistance is given in lessons.

MAIN DUTIES AND RESPONSIBILITIES

1. To co-ordinate the use of resources within the department and provide assistance in the practical needs of the Art and Photography curriculum, including liaising with teaching and support staff in and outside the department. This is likely to involve:
 - Assisting with and setting up of demonstrations
 - Assisting teachers / students with materials, resources and equipment
 - Preparing resources and keeping consumables up to date and in order in each of the department's rooms, e.g. glue pots, worksheets and photographic chemicals.
 - Assisting in practical sessions, when time allows this could include working in the darkroom studio.
 - Carrying out risk assessments for technician activities and reporting problems
 - Action job requests recorded in the Department's book
2. To support the Art and Photography team to ensure correct availability of suitable materials and equipment.
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 - Keeping up to date records of stock, and carrying out regular stocktakes.
 - Auditing stock and ordering in resources as required via the school's finance system.
 - Organising the maintenance of equipment and any necessary disposal e.g. glue guns and printing press.
 - Sourcing, costing and suggesting economic alternatives to maintain stock levels
3. To ensure the maintenance of a healthy and safe working environment through:

- The safe treatment and disposal of used materials and hazardous substances where appropriate.
- The healthy and safe storage and accessibility of equipment and materials.
- Working with teaching staff to keep rooms clean with respect to the materials being used, in order to promote good practice from pupils.
- Maintaining well organised and tidy storerooms, including occasional reorganisation as necessary.
- Liaising with the Cleaning Supervisor to arrange for deep clean of Art and Photography rooms on a termly basis, and assisting in the process as far as time allows.

4. Specific responsibilities to the **photography** role

- Assist in Photography lessons, for instance advising students, providing darkroom support and help with any IT issues.
- Assisting students with Photo Shop and technical problems – both within lessons and at other times.
 - Mixing chemicals for dark room use, and changing chemicals when required.
 - Booking in and out all photography kit to students by keeping a detailed log and chasing any outstanding / overdue items through emails and phone calls to parents.
 - Complete regular cleaning of cameras and lenses and maintain general upkeep of photography kit
 - Complete deeper cleaning in dark room of enlargers and lenses on a termly basis
 - Undertaking repairs to kit; liaising and sourcing repair options prior to any disposal
 - Accompany students around the school site whilst they photograph.

5. Assisting with Display

- Assist in the display of students' work for any internal or external exhibitions
- Create displays of student work within the Art and Photography department as required.
- When time allows, and particularly prior to key school events such as Open Evening, assist with displays of students' work around the school

6. Additional Duties:

- Assisting with the organisation of outside visits.
- Collating and organising materials for cover lessons
- Assisting with the organisation of A level and GCSE and any other practical examinations

OTHER

In common with many other support staff in school, take a share in provision of occasional support in other areas of the school, for example, exam invigilation, presence in sixth form study area, staff duties and so on.

Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected

Health and Safety

The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the pupils.

General

Entitlement to:

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

Requirements

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

Notes

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Appendix 1

Support Staff Posts

Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, pupil progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services

- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

Working with Pupils

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
2. Be prepared to engage in elements of guidance or instruction to pupils in line with specific job role, area of interest or expertise.

Membership of Groups

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

Appendix 2

ART & PHOTOGRAPHY TECHNICIAN

Terms and Conditions of Employment specific to the post

Working Hours

The post is for 22 hours per week. The actual timings will be by agreement with the line manager, in line with general school policy.

A lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager. Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break

Working weeks will be 39, comprised of 38 weeks of school terms, plus one week of staff learning days. Staff working less than a 37-hour week will work pro-rata training day hours, either pro-rata on each training day OR a pro-rata number of training days, by agreement with HR.

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 26 days for new entrants to schools, academies or local government. 28 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

Other Benefits

- Free car parking (subject to availability)
- Wellbeing employee assistance programme
- Contributory pension scheme
- Free lunch if undertaking a lunchtime staff duty

Remuneration

Starting salary for a full-time post at Band D is within the range £24,027 to £24,404, starting point depending on experience and qualifications. Actual salary is calculated between £12,376 and £12,571 and subject to any continuous service.

*All positions at Stratford-upon-Avon School are subject to Disclosure Barring Scheme
This post is subject to an Enhanced Disclosure.*