

Holy Family Catholic School & Sixth Form

Job Description: Art and Photography Technician

Responsible to: CL for Art

Salary: NJC Points 6-11 (45.6 weeks, 30 hours per week) £16,019 - £17,513

Hours: 8.30am – 3.30pm daily with a 1 hour lunch break.

Main Purpose of the Job:

- To provide technical and classroom support across the school in art and photography, under the direction of the curriculum leader.

Specific responsibilities

1. To assist with the preparation of lessons, including the setting up of equipment
2. To photocopy resources and materials for use in the department
3. To source and collect resources for use in lessons
4. To assist students in group and class workshops when required
5. To provide one-to-one assistance with dedicated tasks including students taking photographs
6. To support students and staff in the use of ICT and photo/video editing equipment
7. To assist with the maintenance and use of the dark room
8. To print photographs taken by students
9. To display students' work under the direction of the CL.
10. To check and maintain the photographic and ICT equipment, reporting faults where necessary
11. To establish and maintain an inventory of stock and equipment according to the schools' financial regulations
12. To ensure the security of equipment by following agreed procedures
13. To provide administrative support to the department as required
14. To accompany school trips as required
15. To assist with displays around the school at particular times of the year (e.g. before an open evening or other showcase event).
16. Undertake any other duties commensurate with the grade, as directed by the Head Teacher.

Holy Family Catholic School & Sixth Form

Person Specification: Art and Photography Technician

The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.

The Post-holder will:

- Have knowledge/experience of art and/or photography equipment.
- Be able to effectively use ICT as required
- Be able to prioritise own workload
- Have excellent organisational skills
- Be able to work professionally under pressure
- Have numeracy and literacy skills sufficient to produce own correspondence and statistical information
- Be committed to the provision of a quality service
- Be able to operate flexibility within the changing needs of the school
- Be able to foster good relationships with students
- Be an excellent role model

Personal Circumstances & Safeguarding

- Be legally entitled to work in the UK.
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals.
- This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.
- Be fit to carry out the duties required of this role.
- Has appropriate motivation to work with children and young people and can relate to them in a positive way.
- Ability to maintain appropriate relationships and personal boundaries with children and young people.
- Displays commitment to the protection and safeguarding of children and young people.

July 2020