



Co-op Academy  
North Manchester

**CO-OP ACADEMY NORTH MANCHESTER**  
**ART & DESIGN TECHNICIAN**  
Salary Grade 5  
Permanent Term Time Only + 10 Days

The role of the Art & Design Technician is a key role within the academy and the wider community. Working as part of a team you will ensure that all students have the best possible experience in art and design ensuring that there is support for the curriculum and that art and design work is visible across the academy.

The post holder will ensure that the various resources of the school are used in the most efficient and cost effective way, so that the school can fulfil its educational objectives and continually illustrate art and design and contribute to excellence within the curriculum area whilst also contributing to pupils learning within a pleasant and stimulating environment.

**Main Responsibilities**

- Prepare materials and teaching resources as required by the subject teacher prior to lessons
- Assist staff in developing appropriate resources for teaching and learning.
- To operate and assist with the maintenance of the school Kiln as and when needed.
- Assist teachers as necessary with any technical, practical or administrative support.
- Organise and set up extra equipment for lessons
- Checking of the availability of suitable materials and equipment, including keeping stock levels to defined limits and/or substituting suitable materials where necessary and appropriate
- Help to compile and check delivery of orders, including liaison with suppliers and to maintain a financial record
- Keep all classrooms organised and free from hazards
- Regularly maintain and repair the equipment and tools in the workshop and classroom areas in line with Health and Safety guidelines (including cleaning, oiling, sharpening, removing dust and minor repairs) and keep records of all actions and recommendations relating to this.
- Report any defects and damage to equipment to line manager and to arrange repair/service by appropriate body when not competent or safe, in line with H&S guidelines.
- Control and store safely all chemicals, flammables and specialised solutions ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to
- Ensure hand tools are kept in optimum condition and stored correctly

- Ensure adequate cleanliness of equipment, machinery and materials across both Art and DT.
- Empty and clean the dust extraction filters as required by the manufacturer / subject teacher
- To maintain all necessary safety signs adjacent to machinery
- To keep sinks and work tops clean, maintain aprons in a serviceable condition and keep stock and tool rooms clean, tidy and in good order
- To assist with the maintenance and deployment of all A/V equipment within the Department
- To assist the students in the CAD/CAM process, laser cutting components as needed.
- To be competent with the use of Photoshop software to create mood boards and image boards.
- Safe disposal of used materials, including dangerous/hazardous material
- To be familiar with the different types of materials used across DT and Art such as, water colour, charcoal, Ink, Chalk, MDF, Plastics etc.
- To be able to use a camera and other visual resources; and support students in use, uploading and manipulating photographs and images through software packages.
- Keep spaces dedicated to the arts and design organised, stocked and tidy
- Up-dating assessment sheets, group lists and admin of the DT and Art carousel.
- Organise safe storage, retrieval and accessibility to equipment and materials and student work
- Assist with the organisation of displays, trips or in-house events organised by the department.
- Provide support for the teacher during practical lessons which will include direct pupil supervision. Support teachers in preparing student work for exam and moderation purposes
- Assist with major events, exhibitions and performances

### **General**

- As part of a team, attend meetings and make suggestions in developing and reviewing individual and team progress and the development of policies and procedures.
- Liaise and communicate effectively both verbally and in writing with students, staff, parents/carers and external agencies.
- To adhere to strict confidential practices in relation to all personal information, following the GDPR policies and procedures
- To work occasional additional hours whether in the evening or at weekends, when the workload requires it
- To participate in staff development and training and lead this as required
- To observe the academy's visions and values, and those of the trust, ensuring that these are at the heart of all decision which are made
- To undertake similar tasks, including exam invigilation and deputising for other support staff, and any reasonable requirement as may be determined by the Principal
- To understand the importance of inclusion, equality and diversity both when working with pupils and with colleagues, and to promote equal opportunities for all