



JOB DESCRIPTION

Art, Design & Technology Technician

RESPONSIBILITIES OF ALL STAFF

- To support the whole school vision, values and expectations
- To act upon the duties and responsibilities arising from the Children Act 2004, 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education'
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To demonstrate commitment to Equal Opportunities
- To show commitment to whole school expectations 'Ready Respectful Safe' as outlined in the Code of Conduct
- To show commitment to the School Growth Plan priorities by attending meetings or training as required and working towards annual Professional Growth Plan targets
- To carry out duties associated with the role which are reasonably assigned by the headteacher

Art, Design and Technology (ADT) Technician

Purpose of the role: To provide technical and administrative support to the Curriculum Lead for Art and Design & Technology, ensuring the smooth operation of both subject areas. The role will involve supporting accreditation pathways (including GCSE, Entry Level, and Level 1 Awards), managing resources and equipment, supporting students' learning, and assisting with displays and presentation of students' work across the school.

The technician will follow a timetable designed by the Curriculum Lead, providing support to all teachers delivering Art and Design & Technology as required.

- Support the preparation, organisation, and submission of assessment materials for Art, Design and Technology accreditations.
- Manage, maintain, and order stock, materials, and equipment, including the safe use, storage, and record-keeping for tools, machinery, and consumables.
- Prepare teaching resources, practical materials, and demonstrations under the direction of teaching staff.
- Follow a structured timetable, designed by the Curriculum Lead, to provide technical and in-class support across all Art and Design & Technology lessons as needed.
- Assist in the creation of classroom and corridor displays to showcase students' work.
- Provide in-class support to students with moderate learning difficulties (MLD) and additional needs, including small group work and occasional 1:1 support during practical activities.
- Assist with risk assessments and ensure health and safety procedures are followed, particularly regarding the use of equipment and machinery.

- Carry out equipment maintenance checks and basic repairs where appropriate, reporting faults as necessary.
- Maintain a safe, organised, and stimulating working environment for Art and Design and Technology learning spaces.
- Support students and staff during practical sessions, providing advice on techniques, materials, and equipment use.
- Assist with general administrative tasks for the Curriculum Lead, such as photocopying, filing, tracking and recording assessments, and managing portfolios of work.
- Support the Curriculum Lead in setting up and running exhibitions, internal moderation, and external verification visits.

General Duties

- Work collaboratively with other staff and departments as required.
- Attend relevant training and school meetings to support professional development.
- Contribute to the school's Education, Health and Care Plan (EHCP) processes in line with the responsibilities of the role.
- Contribute to the assessment and examination process by through invigilation or providing access arrangements as required
- Supervise students at break times and social times as part of the wider school duty rota.
- Supervise students at school events and trips as required
- Carry out other duties reasonably required by the Headteacher or Senior Leadership Team to support the effective running of the school.