



## SOLIHULL

### **JOB DESCRIPTION: Prep School Art Technician**

- Responsible to:** Head of the Preparatory School
- Primary Responsibility:** Supporting all aspects of Art in the Preparatory School and creating visual displays and installations.
- Hours of Work:** 2 days per week. 8.00am - 4.30pm (1/2-hour lunch).  
16 hours per week, Term-time only.

#### **Responsibilities:**

#### **The main responsibilities include:**

- To create inventive and dynamic art displays for the Preparatory School that are stimulating and cross-curricular, using a variety of techniques;
- Framing, printing and creating canvases for display that represent the school's values and highlight the pupils' achievements.
- Stock taking and ordering of all Preparatory School art materials.
- Keep up to date with health and safety policies and keep files updated.
- Preparing for (but not limited to) Art Exhibitions, Open Mornings and Artists in Residence;
- Co-ordinate with the Art Subject Leader to assist in planning for example: lessons, educational trips/ visits and workshops by visiting artists.
- Support cross curricular teaching staff with lessons as required.
- Organise and support the set-up of specialist teaching rooms.
- Produce teaching and learning resources.
- Prepare resources and materials for lessons;
- Produce working samples and/or videos for lesson demonstrations.
- Assist with drama productions; for example: making costumes and props.
- Deliver the co-curricular art club - aimed at pupils wishing to develop their skills and help them gain confidence in the areas needed to apply for the 11+ art scholarship.
- Liaise with staff across the school to ensure good communications and sharing of ideas
- Undertake any other reasonable duties and responsibilities as may be required by the Preparatory Management Group, Bursar or Art Subject Leader.
- Support with pupil admissions e.g. attending assessment mornings, carrying out occasional 1-1 invigilation
- Supervising and supporting pupils and covering art lessons, as and when necessary

#### **General**

- Promoting welfare and safety of all members of the school community, and adherence to the school's Safeguarding and Child Protection Policy;
- Support the aims of the school;
- Support all members of the school community with respect and consideration;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Actively support the values of the school at all times;
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures;
- Participate in the management of the school by attending meetings as required;

- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder.

Other:

The Job Description is subject to:

- Other reasonable requests by negotiation with the Bursar and Headmaster
- Annual Review

### PERSON SPECIFICATION: Prep School Art Technician

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications/ Professional Bodies</b>	Willingness to undertake training and development appropriate to the role	Qualified Art Technician or Art Graduate
<b>Experience</b>	Working specialist art equipment (e.g. silk printing)	Experience of working in a similar role  Providing teaching support
<b>Skills/knowledge</b>	A background and appreciation of Art  Proficient Art skills  Familiar with different genres, styles and techniques  Excellent written and verbal communication skills  Knowledge of Microsoft and other IT packages  Excellent organisational skills and the ability to multi-task  Excellent oral and highly developed writing and editing skills including spelling, punctuation and grammar	Awareness and understanding of safeguarding and welfare of children  Understanding of Photoshop
<b>Personal Attributes</b>	Commitment to safeguarding and promoting the welfare of children  Ability to challenge colleagues and provide constructive criticism as required  Ability to reflect upon and improve own practice  Ability to develop excellent working relationships with internal and external stakeholders  Ability to work under pressure, organise and prioritise workload  Ability to work on own initiative, work without direct supervision and solve problems	The ability to assess and diffuse difficult conversations and communications

	<p>An exemplary degree of personal integrity</p> <p>Physical and mental capacity to undertake the role</p> <p>Diplomacy, tact and empathy, with high levels of confidentiality</p> <p>Ability to draw clear, calm boundaries when appropriate</p> <p>Common sense</p> <p>Excellent attention to detail</p> <p>The capacity to remain calm and cope with the unexpected</p> <p>Highly professional manner</p> <p>Ability to problem solve</p> <p>Flexible attitude</p> <p>Ability to innovate, inspire and motivate</p> <p>An exemplary attendance record in his/her past and present employment.</p>	
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