

## ART/DESIGN TECHNOLOGY TECHNICIAN JOB DESCRIPTION

<b>Job Title:</b>	Art/Design Technology Technician
<b>Line Manager:</b>	Subject Lead for Art/Design Technology

### Purpose of Job

- Be responsible for all matters relating to the technical running of the Art/Design Technology department
- To work closely with colleagues in the technician and teaching teams to ensure high standards are maintained
- To place a high emphasis on health and safety, equipment maintenance, procurement and the effective delivery of resources and supplies in order to enable effective teaching and learning

### Duties and Responsibilities

#### Overall responsibilities

- Actively support the vision, ethos, culture and policies of the School
- Promote high standards in all aspects of school life, particularly in student progress
- Inspire and motivate students, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Are committed to safeguarding and to promoting the welfare of children and young people

#### Teaching and Learning

- Provide general assistance and technical support to the teaching staff and students
- Manage the preparation and catalogue of students' work for examination and assist with the installation of exhibitions and displays within the school and wider community
- Play an active role in supporting innovative and inspiring practical lessons, including the development and production of teaching resources
- Participate in the Art/Design Technology open days and wider events
- Lead demonstrations of key machines for students when required
- Work alongside teachers in supporting the designing and making of products in lessons
- Maintain the storing and displaying of equipment, materials, resources and student work

#### Health and Safety

- Promote and observe a healthy & safe working environment
- Keep all store/prep rooms/classrooms in a clean and tidy condition and free from hazards
- Check that all equipment functions properly and is safe (within CLEAPSS guidelines) and liaise with relevant stakeholders
- Keep up to date with UK and Chinese health and safety for education regulations

#### Administration and Maintenance

- Manage equipment and stationery supplies, place orders and manage the delivery and storage of items needed, ensuring sufficient supply is maintained
- Carry out regular routine maintenance of workshop equipment and general administration tasks
- Carry out various minor maintenance tasks as required



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ACADEMY  
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INTERNATIONAL  
SCHOOL  
哈罗国际学校

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- Liaise with maintenance staff, facility department and outside providers to ensure workshops are clean and equipment works in a safe and orderly manner.
- Liaise over budget matters in consultation with the Head of Design Technology
- Undertake any relevant training, including for Health & Safety, as required by the School

#### **Other Responsibilities**

- Undertake other reasonable duties as requested by the Head of Design Technology

#### **Hours of Work and Leave**

- Daily Hours: Follow the School working hours

### **Requirements**

#### **Education, training and qualifications**

- Bachelor's degree or equivalent in a relevant subject

#### **Knowledge and experience**

- Two to three years' work experience in a technical field, or equivalent experience to support health and safety learning environment for the students.
- Experience in a secondary education environment is desirable
- Knowledge of 3D printing, CAD/CAM technologies, set/costume design and designing for the Theatre

#### **Personal qualities**

- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Passionate about teaching Design and Technology, with a strong commitment to holistic education
- A positive and solution-focused attitude to working life
- Responsible, collaborative, detail-minded, proactive and well organised
- Excellent interpersonal skills, flexible and a great team player
- Demonstrate empathy, humility and genuinely care about children, taking the time to listen and motivate them

#### **Other**

- Proficiency in spoken and written English and Chinese
- A non-criminal record issued by police authorities must be provided by the selected candidate

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.