

# Art and Textiles Technician

## September 2024

### Part time 3 days per week

#### Job Purpose

The Art and Textiles Technician is responsible to the Head via the respective Head of Department, for the preparation of materials for practical lessons and for support of staff and students. The postholder will provide technical assistance in the Art and Textiles departments.

#### Key Responsibilities:

To be responsible for the maintenance of the art studios, textiles teaching rooms, workshop and storage areas and their equipment.

Duties will include:

- Ensuring that rooms and work spaces are tidy and stocked at all times.
- Maintaining equipment and work spaces.
- Ordering of equipment and supplies.
- Maintain system for clearly labelled storage.
- Preparing for exhibitions.
- Displays around the school and in the Art and Textiles rooms.
- Admin Support for the Young Fashion Designers event.
- Organising storage of work.
- Update information display boards in department.
- Support teaching staff with differentiation as required.
- Help manage prefects with running of Art/Textiles club and additional projects.
- Resource information for exam preparation, handouts, worksheets.
- Attend relevant meetings.
- Participate in some compulsory weekend events.
- Participate in training and other learning activities and CPD as required.
- Accompany teaching staff on visits, trips and out of school activities as required.

#### Additional Responsibilities:

- To assist with Art, Photography and Textiles Exhibitions.
- To attend Young Fashion Designers event.
- To uphold the ethos, aims, objectives and reputation of Kent College.
- To be in sympathy with the school's Christian foundation.
- To attend INSET and staff days.
- To run or assist in extra curricular activities, by prior agreement.
- To hold at least a one-day's first aid certificate, for which training will be provided at the school's expense, and be willing to administer basic first aid if required.
- To follow safe practice in all areas of school life, as detailed in the staff guide.
- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school.

This job description may be amended at any time after consultation with you.

Art and Textiles Technician's signature:	Head's Signature
Date:	Date:

May 2024