



# HALE SCHOOL

## JOB DESCRIPTION

<b>Date</b>	<b>August 2023</b>
<b>Position Title</b>	<b>Art Technician</b>
<b>Reports to</b>	<b>Head of Department - Art</b>

### Summary

The Art Technician in the Hale Senior School will be responsible for the following: the ordering, preparation, organising, distribution and collection of materials and resources for the teaching, production and presentation of lessons in Art and the wider School environment; the maintenance of studio areas and resources; the provision of administration and communications to support the department.

### Responsibilities

#### Essential Duties and Responsibilities:

- Prepare teaching materials and resources for Art classes in Years 7 - 12.
- Order, maintain and catalogue Art Department resources, as directed by Head of Department.
- Ensure chemical safety, including appropriate monitoring for all hazardous chemicals, protective safety gear, fume hoods and first aid kits within the Art Department.
- Maintain classrooms/studio areas by monitoring cleaning, maintenance, safety, security, and resource supplies.
- Assist with art projects in class, as directed by Head of Department. This may involve assisting students with work and procedures, cleaning and organising classrooms while a project is underway.
- Monitor and maintain security of IT resources and maintain the condition and safety of art equipment.
- Assist in the displaying of art works within the Art Department and wider school environment, including the annual Hale School Art Exhibition.
- Support associated student clubs and competitions.
- Undertake other duties as directed by the Head of Department.

#### Key Working Relationships:

- Head of Department
- Intra and Inter Department staff
- Administration Staff
- Maintenance Manager
- IT staff
- School suppliers

## Key Performance Areas

### Studio/Classroom Management

- Contribute to the delivery of quality art teaching/production processes including preparation of teaching materials, maintaining Art Department resources and equipment and maintaining a safe working environment for staff and students within the department.
- Assist in the evaluation, integration and improvement of the Art Programme, where appropriate.

### Personal

- Identify and actively participate in personal training and development opportunities.

### Financial

- Identify cost savings and suggest process improvement opportunities.
- Source departmental consumables at competitive costing.

### Team Participation

- Contribute to the vision and support the values of Hale School.
- Contribute to the effective operation of the Art Department team.
- Attend Art Department meetings.
- Assist and attend the Annual Art Exhibition and other events as directed by the Head of Department.

### Safety and Duty of Care

- Demonstrate an awareness of all emergency management procedures in their work area.
- Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework.
- Be aware of and understand the obligations of working in accordance with the School's Mandatory Reporting and Child Protection, Staff Conduct and Discipline, Critical Incident Management Guidelines, Policies and Procedures.

## Child Protection

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- promote the safety and wellbeing of children and young people
- ensure your interactions with children and young people are positive and safe
- provide appropriate support and supervision of children and young people in your care
- act as a positive role model for children and young people
- participate in regular performance management and professional learning linked to our Codes of Ethics and Staff Code of Conduct, Child Safety and Child Protection and Mandatory Reporting Policies
- maintain an up to date and valid Working with Children Check

- if appropriate, meet professional standards for teachers and maintain teacher registration and,
- report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

## **Qualifications and Experience**

The Art Technician requires:

- a broad range of skills and knowledge associated with the tools, materials, processes and techniques required for the production and exhibition of two and three dimensional artworks.
- Experience in studio practice associated with the production and exhibition of artworks is desired.
- General IT competence with applications such as Outlook and Adobe Photoshop for communications within the Department and the wider School community.
- A genuine interest in visual arts and how it can be fostered and built upon in a school situation.
- A current driver's licence and computer literacy are essential.