

# JOB DESCRIPTION

Date

June 2022

Job title:

Art & DT Technician

Reporting to:

Head of DT and Head of Art

Department/School:

Akeley Wood Senior School

Scope:

UK

Checks:

Enhanced DBS with Barred List Checks and Overseas Checks  
(if necessary)

*The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*

## Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 75 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

## Job Summary

**The Art & DT Technician provides exemplary lesson preparation and in-classroom support, to the Art & DT Departments, contributing to students' learning experience, whilst adhering to all legislative requirements in relation to Health & Safety. Working with both departments demonstrating initiative and proactivity to support Heads of Departments and teaching staff.**

**An energetic, flexible and empathic attitude is required with a strong belief that every child can acquire strategies to ensure they fulfil their true potential. Personal integrity, honesty, energy, stamina, enthusiasm are all essential attributes.**

## Key Responsibilities

1. Ensure compliance of all Health & Safety guidance relating to classroom safety and maintenance, substance and material storage and machinery and tool use.
2. Prepare lesson materials in accordance with teaching requirements to an exemplary and timely standard.
3. Responsible for maintaining and ordering department materials and resources.
4. Provide practical classroom support assisting teachers and students when required. This to include lesson resources preparation, supervision and tidying the classroom at the end of the lesson.
5. Assisting students with practical support for exhibiting work and exam portfolio.
6. All staff are expected to work collaboratively with other staff, departments and other cross-curricular groups. Their contributions of their own particular talents and skills to such groups will aid the production of new initiatives, policies, resources, schemes of work etc.
7. In collaboration with students, all staff are responsible for caring for the school environment, ensuring health and safety requirements are met and that a good learning environment is created.
8. All staff should establish high expectations of positive student behaviour and appearance.

## Principal Working Relationships

### Internal:

- Head and Senior Leadership Team
- Head of Art & Head of DT
- Teaching Staff
- Administration
- Caretaking and Site Management Staff
- Pupils

### External:

- Cognita management and staff
- Parents
- Visitors
- External contractors

## Person Specification

	Attributes	Essential	Desirable
<b>Qualifications</b>	A good general education	✓	
<b>Experience</b>	Relevant school experience		✓
	Knowledge of Health & Safety and COSHH		✓
	A good understanding of workshop safety		✓
<b>Professional Skills</b>	The ability to prepare and create exciting resources and support lessons in line with teacher guidance to all age and ability groups	✓	
	The ability to inspire, motivate and support pupils in their learning	✓	
	Competent and confident user of ICT to support own work	✓	
<b>Personal Qualities</b>	A genuine interest in young people and a commitment to achievement for all	✓	
	A strong drive to deliver high standards and to uphold school expectations of pupils	✓	
	Good communication/interpersonal skills	✓	
	Ability to manage workload and demonstrate flexibility, resilience, and perseverance in meeting challenges	✓	
	Total commitment to safeguarding children	✓	
	A positive role model for pupils and a commitment to academic mentoring and the role of the form tutor	✓	
	A willingness to contribute to extra-curricular activities	✓	
	A very good record of attendance and punctuality	✓	

## Remuneration

- Contributory pension scheme
- School fee discount
- Professional development
- Independent School holidays