



Ark Elvin Academy

Job Description: Design Technology/Art Technician

Reporting to: Head of Design Technology/Head of Art

Location: Ark Elvin Academy

Contract: Permanent

Working Pattern: Term time only, 40 hours per week

Salary: Ark Support Scale 5 Pay Point 5–13

Job Description

The Role

The Design Technology/Art Technician will provide high-quality technical and practical support across the Art and Design Technology departments, helping to ensure that teaching spaces, workshops, equipment and resources are safe, well organised and fully prepared for effective teaching and learning.

The post holder will work closely with teaching staff to prepare materials, equipment and practical resources, demonstrate techniques, support students during practical activities and maintain high standards of health and safety across specialist teaching and preparation areas.

The role will require a practical, resourceful and flexible individual who is able to work across both curriculum areas and who is committed to supporting excellent outcomes for all students.

Key Responsibilities

Teaching and Learning Support

- Prepare materials, equipment, resources and practical activities for Art and Design Technology lessons, projects and examinations.
- Support teaching staff in the development and preparation of appropriate resources and practical materials to enhance teaching and learning.
- Demonstrate practical techniques, processes and the safe use of tools and equipment to students and staff, under the direction of teaching staff.
- Provide technical assistance and information to students and colleagues during practical lessons and activities.
- Support students in the classroom and workshop environment where appropriate, helping them to develop practical skills and work safely and independently.
- Assist with the preparation, mounting, display and exhibition of students' work, including GCSE and A Level work where appropriate.

- Prepare and, where appropriate, manufacture teaching materials, models, prototypes and resources.
- Support departmental events, exhibitions and displays.
- Assist classroom teachers with creative and practical displays that enhance the learning environment.
- Ensure students' completed work, equipment and unused materials are returned to appropriate storage areas.

Equipment, Resources and Stock

- Maintain accurate stock records and assist with inventory management across Art and Design Technology.
- Monitor stock levels and order materials, equipment and supplies as directed by the relevant Head of Department.
- Receive, check and appropriately store deliveries of materials and equipment.
- Prepare and organise materials and equipment so that teaching spaces and workshops are fully equipped for lessons.
- Maintain well-organised preparation rooms, workshops, classrooms, stock rooms and storage areas.
- Develop and maintain safe, accessible and effective storage systems.
- Liaise with suppliers and contractors regarding the repair, servicing and maintenance of equipment and machinery.
- Maintain tools, equipment and machinery to a high standard and report faults or maintenance requirements promptly.
- Ensure all students' work and unused materials are appropriately stored.

Technical and Practical Support

- Support practical activities across Art and Design Technology, using relevant hand tools, machinery and specialist equipment.
- Demonstrate a willingness to learn and develop new practical techniques and technologies relevant to both curriculum areas.
- Where appropriately trained and authorised, support the use and maintenance of specialist DT equipment and technologies, such as CAD/CAM, laser cutting, 3D printing and other workshop machinery.
- Support the preparation and use of Art-specific materials, processes and equipment.
- Monitor working practices and identify opportunities to improve the organisation, efficiency and safety of practical activities.
- Work collaboratively with teaching staff to ensure practical projects can be delivered effectively and safely.

Health and Safety

- Maintain a consistently safe, clean and well-organised environment across Art rooms, DT workshops, preparation areas and storage spaces.
- Ensure tools, machinery and equipment are maintained and used safely and appropriately.
- Follow all relevant statutory and school health and safety requirements, including appropriate risk assessments and safe systems of work.

- Immediately report hazards, defects, accidents or other health and safety concerns to the appropriate line manager.
- Work with the Heads of Department to support departmental health and safety audits and ensure agreed actions are completed.
- Ensure appropriate procedures are followed for the safe storage and handling of materials, tools, equipment and substances.
- Complete workshop opening, closing and shutdown procedures as directed by the line manager.
- Provide First Aid where appropriately trained and required.
- Actively promote the safety and welfare of children and young people.

General Responsibilities

- Maintain confidentiality and comply with Ark's data protection policies and procedures.
- Liaise with colleagues, suppliers, contractors and external contacts with confidence, tact and professionalism.
- Work collaboratively with colleagues across the academy and, where appropriate, with Ark Central and other academies to share and develop good practice.
- Undertake relevant training and professional development to maintain and develop technical knowledge and skills.
- Undertake any other reasonable responsibilities as directed by the line manager.

Person Specification

Qualifications

Essential

- Maths and English GCSE at Grade C or above, or equivalent.
- Relevant practical, technical or creative qualification, or demonstrable equivalent experience and expertise.
- Appropriate Health and Safety training, or willingness to undertake relevant training.
- Right to work in the UK.

Desirable

- Qualification or significant experience in Art, Design Technology, Engineering, Product Design or another relevant practical/creative discipline.
- First Aid qualification, or willingness to undertake training.

Knowledge, Skills and Experience

Essential

- Practical experience of working with tools, equipment, materials or machinery in an educational, workshop, creative or similar environment.
- Knowledge and understanding of health and safety requirements relevant to practical and workshop environments.
- Experience of maintaining safe, tidy and well-organised working and storage areas.
- Strong organisational and administrative skills, including the ability to manage stock, resources and competing priorities.
- Ability to communicate effectively with students and adults.
- Ability to demonstrate practical processes and techniques clearly and safely.
- Ability to work independently, use initiative and respond effectively to problems.
- Good IT skills and confidence using standard Microsoft applications.
- Ability and willingness to learn new practical techniques, equipment and technologies.
- Experience of working with or supporting secondary school-aged children, or demonstrable ability to work effectively with young people.

Desirable

- Experience of working in a school, college, workshop, art studio, design studio or similar practical environment.

- Experience with Design Technology processes and equipment, such as CAD/CAM, laser cutting, 3D printing, vacuum forming, woodworking, metalworking or other workshop technologies.
- Experience of Art materials, techniques and processes.
- Experience of preparing resources for examinations, exhibitions or displays.
- Experience of maintaining tools, machinery and specialist equipment.
- Experience using Adobe Photoshop or other relevant creative software.
- Experience of producing or supporting creative displays.
- Knowledge of risk assessments and safe systems of work.

Personal Characteristics and Behaviours

- Genuine passion for and belief in the potential of every pupil.
- Commitment to providing students with a safe, stimulating and well-organised practical learning environment.
- A robust awareness of safeguarding and the ability to recognise and appropriately respond to concerns about children's welfare.
- Professional, reliable and conscientious approach to work.
- Helpful, positive, patient and caring nature.
- Calm and professional under pressure.
- Ability to build positive and respectful relationships with students and adults.
- Respect for different experiences, ideas and backgrounds across the school community.
- Flexible and adaptable approach, with a willingness to support both Art and Design Technology.
- Strong attention to detail and the ability to maintain high standards.
- Resourceful and solution-focused approach to practical problems.
- Ability to manage time effectively, prioritise tasks and meet deadlines.
- Team player who is able to work collaboratively while also using their own initiative.
- Understanding of the importance of confidentiality and discretion.
- Commitment to continuous learning and professional development.

Alignment with Elvin's Vision and Values

- Relentless drive to do whatever it takes to ensure all pupils succeed.
- Embodies the academy's core values of **integrity, courage, community and mastery** in all aspects of work and conduct.
- Belief that, with the right environment and support, all pupils are able to excel at university or in a meaningful alternative.
- Courage and conviction to make a positive difference to the lives of students.
- Commitment to high aspirations and high expectations of self and others.
- Acts as a positive role model for students and colleagues.
- Demonstrates resilience, motivation and commitment to driving up standards.
- Commitment to ongoing improvement, reflection and learning.

Safeguarding and Other Requirements

- The post holder must be committed to the safeguarding and welfare of all pupils.
- Commitment to equality of opportunity and inclusive practice.
- Willingness to undertake relevant training and professional development.
- Commitment to Ark's policies and procedures, including data protection.
- This post is subject to an enhanced Disclosure and Barring Service (DBS) check.
- The job description is not exhaustive, and the post holder may be required to undertake other reasonable duties as directed by their line manager.