

Role Profile			
Role	Art Technician with Design Technology Support	School	Oryx International School
Line Management	NA	Reporting To	Head of Art / Head of Art & Design
Internal and External Interactions	Secondary Related	Hours	40 hours per week

Role Purpose

To provide high-quality practical, technical, organisational and administrative support to the Art department, with additional support for Design Technology where required. The Art Technician will help ensure that lessons, coursework, examinations, displays and exhibitions are well prepared, safely managed and professionally presented.

The role is predominantly Art-based, supporting KS3, IGCSE and A Level Art students with materials, processes, displays, equipment, resources and studio organisation. The post holder will also support selected Design Technology activities, particularly where practical workshop supervision, preparation and safe use of tools and equipment are required.

The successful candidate must be confident working in a practical school environment and be able and willing to supervise small groups of students carrying out Art and DT tasks, under the direction of teaching staff. They should be D&T Association / DATA health and safety trained, or willing to undertake relevant training, and have experience working safely in a workshop or practical creative environment.

Key Accountabilities and Roles

Art Department Support

- Prepare, organise and maintain materials, equipment and resources for Art lessons across KS3, IGCSE and A Level.
- Set up and clear away practical activities, ensuring studios are clean, organised and ready for teaching.
- Support students with practical Art processes such as drawing, painting, printmaking, mixed media, 3D work, mounting, presentation and display.
- Prepare exemplar materials, templates, display boards, mounts, labels and visual resources to support high-quality teaching and learning.
- Assist with the preparation, organisation and safe storage of student coursework, sketchbooks, portfolio work and examination preparation materials.
- Support students in developing professional presentation standards for sketchbooks, boards, exhibitions and final outcomes.
- Help maintain Art stock, including paper, card, paints, brushes, pencils, printing materials, adhesives, mounting materials and specialist equipment.

Student Supervision and Practical Support

- Supervise small groups of students completing Art or DT practical tasks, as directed by teaching staff.
- Support safe, focused and productive working routines during practical lessons, intervention sessions, coursework catch-up, clubs or examination preparation.
- Reinforce teacher instructions, safe working practices and appropriate use of materials, tools and equipment.
- Provide practical guidance to students while ensuring that teaching, assessment and final decision-making remain the responsibility of the class teacher.
- Support students during independent study periods or enrichment sessions where appropriate.

Design Technology Support

- Provide practical support for selected DT lessons, projects and workshop activities.
- Prepare tools, materials and equipment for DT tasks as directed by the DT teacher or Head of Department.
- Support the safe use, organisation and return of tools and materials.
- Assist with basic workshop preparation, cleaning, storage, stock control and maintenance routines.

- Carry out basic equipment checks and report faults, hazards or concerns immediately.
- Support students with simple practical processes where trained and competent to do so.

Health, Safety and Workshop Practice

- Promote a strong culture of health and safety in Art studios and DT workshop spaces.
- Follow school health and safety procedures and recognised practical-subject safety guidance.
- Support risk assessment processes for Art and DT practical activities.
- Ensure tools, materials, chemicals and equipment are used, stored and disposed of safely.
- Maintain safe working areas, keeping walkways, exits and workspaces clear.
- Identify and report hazards, damaged equipment, unsafe practice or maintenance needs promptly.
- Ensure defective tools or equipment are removed from use and reported to the appropriate member of staff.
- Maintain relevant health and safety records where required.

Displays, Exhibitions and School Events

- Support the preparation, mounting, labelling and installation of student artwork for displays around the school.
- Assist with exhibitions, competitions, showcases, open evenings and school events.
- Help photograph, document and organise student work for displays, portfolios, school communications or departmental records.
- Support the safe handling, storage and return of student artwork.
- Contribute to maintaining a visually engaging and professional Art environment across the school.

Stock Control, Ordering and Administration

- Monitor Art and DT stock levels and inform teaching staff when materials need to be ordered.
- Support the sourcing, ordering, receiving, labelling and organisation of materials.
- Maintain accurate records of stock, equipment, resources and consumables.
- Assist with inventories, audits and departmental budget tracking where required.
- Organise storage areas so that materials are clearly labelled, accessible and safely stored.
- Support administrative tasks linked to coursework, examinations, displays and departmental planning.

Professional Standards

- Work collaboratively with Art, DT and wider Secondary staff.
- Communicate clearly and professionally with students, staff and visitors.
- Maintain confidentiality and handle student work with care and respect.
- Take part in relevant training, including safeguarding, health and safety, first aid or workshop safety training as required.
- Contribute positively to the continued development of the Art and Design Technology departments.

General Activities and Requirements

Person Specification

Essential

- Experience working in an Art, Design, workshop, school or practical creative environment.
- Strong practical skills in Art-based processes, materials and presentation.
- Experience working safely with tools, equipment and practical materials.
- Ability and willingness to supervise small groups of students during Art and DT practical tasks.

- D&T Association / DATA health and safety training, or willingness to undertake relevant training.
- Good understanding of workshop/studio safety and safe working routines.
- Strong organisational skills and the ability to prepare resources in advance.
- Ability to maintain clean, orderly and well-stocked practical learning spaces.
- Confidence using basic IT for stock control, ordering, records and administration.
- Clear communication skills and the ability to work effectively with young people.
- A flexible, proactive and professional approach.

Desirable

- Previous experience working in a school Art or DT department.
- Experience supporting GCSE/IGCSE or A Level Art coursework.
- Experience with mounting, framing, displays, exhibitions or portfolio presentation.
- Knowledge of Design Technology workshop practice.
- Experience with basic maintenance of tools or specialist equipment.
- First Aid training.
- Experience supporting extra-curricular clubs, exhibitions, competitions or school events.
- Knowledge of safe storage and handling of paints, solvents, adhesives, glues, sprays, craft knives and workshop materials.

Safeguarding

Oryx International School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be expected to share this commitment, follow all school safeguarding procedures and undertake appropriate checks and training.

Notes

This job description reflects the general nature of the role and may be amended in line with school needs, curriculum developments, staffing structures and practical subject requirements. The role is primarily Art-focused but includes Design Technology support where appropriate.

Line Manager's signature

Signature: _____

Date: _____

Job Description Acceptance Acknowledgement

I have received a copy of this job description that pertaining to my position.

Position: _____

Date: _____

I have reviewed this job description, understood my duties and my role, and accept that this may change based on the school's operational needs. Any questions about additional duties should be discussed with my line manager or HR.

Employee signature: _____

Date: _____

(Sign over printed name)