



Bishop's Hatfield Girls' School

Job Description – Expressive Arts Faculty Assistant

Job title:	Expressive Arts Faculty Assistant
Date reviewed:	May 2023
Salary Grade:	H2 to H3
Time employed:	Negotiable, normally term-time only +INSET days, 25-30 hours per week
Responsible to:	Head of Expressive Arts Faculty

Purpose of the job:

To provide practical and administrative support to the Expressive Arts Faculty, primarily supporting the Art and Design subject area but working across the wider faculty areas of Music and Drama when required.

Principal Responsibilities

- To support the teachers in the Art and Design department during lessons and enrichment clubs
- To keep records of orders made and received, manage the budget for the Art and Design department and liaise with the Finance Office where necessary
- To monitor department supplies, stock taking on a regular basis and sourcing and purchasing equipment required
- To distribute, maintain and tidy equipment across the department
- To keep equipment in good working order and keeping working areas clean and tidy
- To prepare and assist with cleaning equipment for practical lessons
- To maintain awareness of Health and Safety issues, ensuring equipment is useable and serviceable, organising equipment checks and implementing any changes
- To give support to any general administrative and reprographic needs in other areas of the school when requested by Senior Leadership Team or the Administration Manager
- To update general displays around the school, both electronic and physical
- To support the promotion of the department amongst pupils and the school community

Additional Specific Responsibilities

- Storage of pupils' work
- Assisting in lessons, and if required cover short periods of classes when necessary
- Preparation of materials for teachers' and pupils' use
- Display of pupils' work within the department and the whole school, both physically and digitally including mounting and framing of work
- Assisting with practical exams, invigilating when required. Supporting both the preparation and the collation and photography of completed coursework and exam work
- Assisting with the planning and delivery of enrichment activities, house competitions, trips and other events across the faculty including the annual Year 11 art gallery trip and exhibition of work

Other

- Support whole school activities, events and displays
- Participate in staff meetings and staff training when appropriate

Person Specification

The characteristics listed below are not exhaustive, nor is it essential for candidates to have extensive experience in all areas. Most importantly, we are seeking someone who shares the school's values, has a positive attitude and is keen to learn and develop themselves.

Knowledge and Experience

Relevant qualifications in Art and Design
Experience of working with different materials
Knowledge of operating and maintaining sewing machines or willingness to learn
Knowledge of working with a kiln or willingness to learn
Knowledge of working with sewing machines or willingness to learn
Experience of displaying creative work effectively
Basic knowledge of First Aid or willingness to learn
Numeracy and literacy qualifications appropriate to a support staff position
Knowledge of Health and Safety legislation and good practice or willingness to learn

Skills and abilities

Organisational skills as well as the ability to prioritise planning of own work schedules in response to immediate and long-term needs of the faculty.
Ability to be methodical, resourceful, and to respond rapidly to unforeseen demands
Able to work as a member of a team
A real interest in Art and creative projects
Willingness to undertake training where appropriate (to keep up to date, learn new skills)
Ability to plan for and respond positively to change
Excellent communication skills
A "can do" attitude and positive outlook
Visual and practical skills for display, both physical and digital
Photography skills including digital processing

Strong IT skills such as email, Microsoft Office or Google Suite, Adobe products, use of social media, pupil MIS and production of reports

Additional information

The jobholder is required to contribute to and support the overall aims and the ethos of the school.

All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct.

All staff are required to participate in training and other learning activities and in performance appraisal, as required by the school's policies and practices.

Employees are expected to uphold school values, be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The role covers 5 days per week during term time. A further 5 days will be required to cover INSET days or school events such as open evenings. This will be pro-rated for part-time staff. On occasions additional hours may be required (for instance to cover for staff absence) for which the job holder will be given time off in lieu.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

This job description is current at the date shown and may change if any further re-structuring takes place. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.