



## **MACMILLAN ACADEMY JOB DESCRIPTION**

### **Job Title:**

Technician/Artist in Residence

### **Responsible to:**

Head of Department

### **Main purpose of post:**

To work in partnership with the department processing ceramics, helping develop resources and supporting students with their artwork.

### **Duties and responsibilities:**

- Establish productive working relationships with students, acting as a role model and setting high expectations
- Work with the teacher to establish an appropriate learning environment
- Promote the inclusion and acceptance of all students within the classroom
- Set up resources/materials/equipment for lessons for ceramics, photography and printmaking
- Support compulsory subject support and enrichment opportunities for students
- Administrative tasks such as photocopying resources and helping with ordering and maintenance of supplies of materials and equipment to enable delivery of lessons and assist others in their use
- Support staff in celebrating student outcomes by mounting and dismounting artwork and exhibitions and providing technical support for wider initiatives
- Safely and securely store allocated equipment and materials to prevent unauthorised access/misuse
- Clean and undertake maintenance of equipment as needed and as directed to ensure it remains in good working order
- Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to Line Manager
- Undertake record keeping, as directed
- Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

## NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All adults employed by the Academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Line manager signature: \_\_\_\_\_

Date: \_\_\_\_\_

September 2026