



## ISCA ACADEMY – JOB DESCRIPTION

Post: Photography and Visual Arts Technician  
Grade: C  
Line Manager: Head of Visual Arts

### JOB PURPOSE

To provide support for colleagues and students with Photography and other Visual Arts equipment, software and resources.

### MAIN AREAS OF RESPONSIBILITY

Curriculum support:

- To manage and prepare department resources and equipment, ensuring both are available at the start of lessons and stored away at the end of lessons as directed by the teacher.
- Under the direction of the classroom teacher support lessons, including demonstration of techniques to students.
- Provide guidance for students using Photography related technical equipment, such as cameras, IT, photo editing, studio lighting, etc.
- Support students and staff in the use of the dark room facilities
- To take responsibility for the general cleanliness and tidiness of the visual arts rooms, ensuring Health and Safety regulations are adhered to.
- To support the visual arts staff by ordering resources and arranging for equipment to be serviced.
- Maintenance of public displays for visual arts.
- Assist in the secure storage of visual images generated by students and staff.

Wider school support:

- Manage own time efficiently and work autonomously on a day to day basis.
- To assist in the production of PR and Marketing materials, as directed.
- Capturing and editing of images for Academy use.
- Participating in extra-curricular learning activities.

- Delivering staff and student workshops for creative training to develop best practice throughout the Academy.
- Management and maintenance of equipment, and inventories.
- Support the planning of and provide support to Academy events as required.

Other duties as directed by your line management and the Academy Leadership Team.

All support staff may be required to assist with reception cover and exam invigilation.

There may be a requirement for you to be first aid trained and provide first aid support to students as necessary.

### **ALL ISCA ACADEMY STAFF ARE EXPECTED TO**

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
- Engage positively in organised professional development activities and the staff appraisal process.
- Maintain respectful and effective communication with students, staff and visitors.
- Act as a positive representative and advocate of the Academy and its pupils in all circumstances and at all times.
- Carry out any other duties as reasonably requested by the Headteacher.

**This job description is subject to review by consultation.**